GETTING STARTED

Installing Workday Mobile

Getting Started: Installing Workday Mobile

Employee

WORKDAY AUTHENTICATOR APP

GENERATING YOUR WORKDAY MULTIFACTOR BARCODE

Set Up Authenticator App

1. Login to Workday using a Southeast Health or ACOM work computer
2. Type **Set Up Authenticator App** in the Workday search bar
3. Run the **Set Up Authenticator App** task
4. Click the **Confirm** check box
5. Click **OK**
6. Workday will generate a barcode to configure your individual secret key
7. Leave this page open and proceed to installing the Workday Mobile App

DOWNLOADING WORKDAY

This section demonstrates how to download and access the Workday Mobile application across devices.

ANDROID

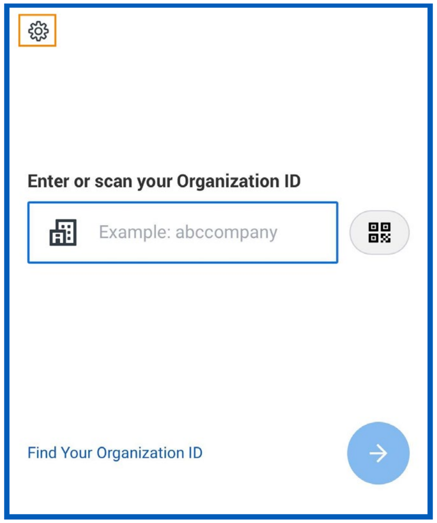
To download Workday Mobile on your Android device:

1. From your device, navigate to the Google Play Store.
2. Enter *Workday* in the search field and select **Workday** from the results.
3. Tap **Install**, then **Open** to launch the Workday Mobile app.
4. Tap the **Log In** button.
5. Follow the onscreen prompts to login using your SAMC or Southeast Health credentials.

IPAD AND IPHONE

To download Workday Mobile on your iPad or iPhone:

1. From your device, navigate to the App Store.
2. Enter *Workday* in the search field and select **Workday** from the results.
3. Tap **Get**, then **Install**.
4. Tap **Open** once the app has downloaded.
5. Tap **Log In**.

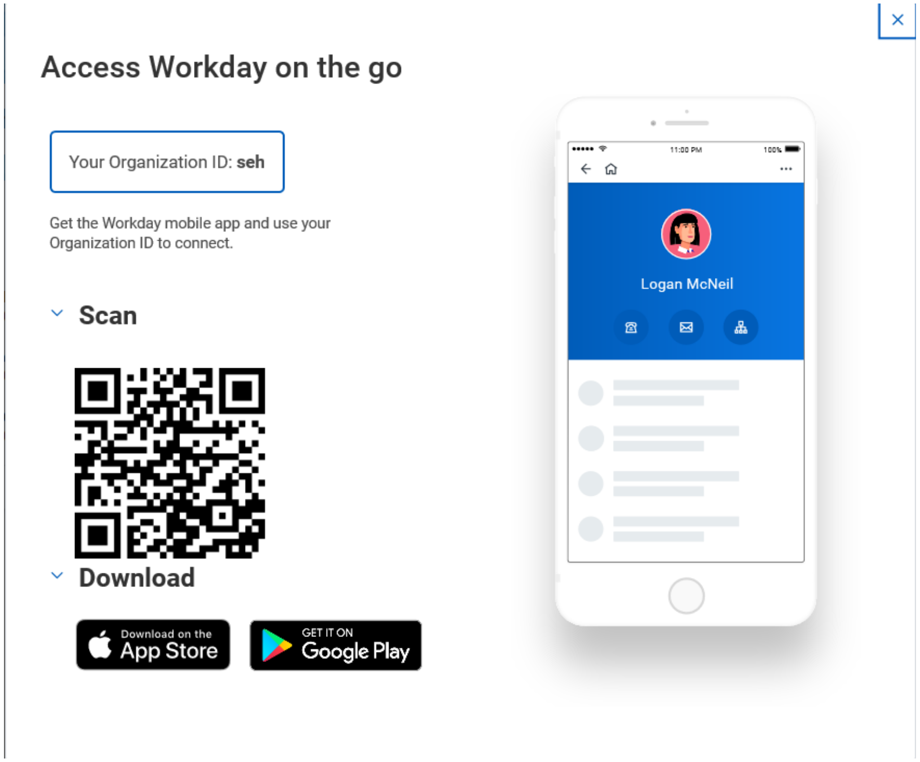


Enter or scan your Organization ID

Example: abccompany

6. Enter or Click the Scan Icon to Scan your Organization ID showed below or tap **Settings** to add specifics about your organization's tenant.
7. Click **Ok** if your devices asks to Access the Camera

workday. | EDUCATION



Access Workday on the go

Your Organization ID: **seh**

Get the Workday mobile app and use your Organization ID to connect.

8. From settings, enter your tenant and your company's Workday web address. Afterwards, tap **Save**.

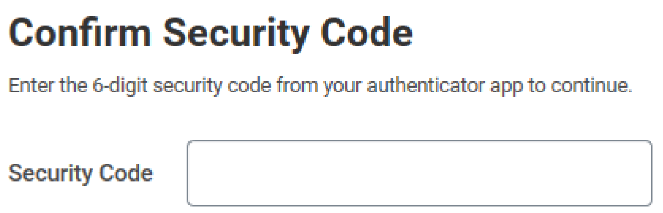
9. Enter your Southeast Health or SAMC username and password (***How you login to Windows at work***) and tap **Sign In**.
   a. Example: nobody@southeasthealth.org
   b. Example: somebody@samc.org
10. After Logging In, Workday will ask to **Enter Security Code**
11. Follow instructions in the Google Authenticator section below to setup Multifactor Authentication

MOBILE AUTHENTICATION

Mobile PIN authentication and Facial Recognition is compatible with single sign-on (SSO) authentication. For your security, Multifactor Authentication is required to sign in to a mobile device or to a device not on the SE Health or SAMC domain. Google Authenticator is recommended for Multifactor Authentication.

GOOGLE AUTHETICATOR

1. Download Google Authenticator from the Google Play Store or App Store
2. Open the Google Authentication App
3. Click the **+** symbol at the top of the screen
4. Click **Scan barcode**
5. Choose **Ok** if your device asks to allow the camera
6. Scan the Barcode generated by the **Set up Authenticator App** step above
7. Google Authenticator will create a new entry called Workday
8. Enter the generated 6-digit code provided by **Google Authenticator** into the Confirm Security Code box in workday



Confirm Security Code

Enter the 6-digit security code from your authenticator app to continue.

Security Code

9. Click Ok
10. Open the Workday Mobile App and sign-in using your SEH or SAMC credentials.
11. Workday will Prompt for a 6-digit code generated by the Google Authenticator app
12. Enter the code or copy from Google Authenticator and paste into Workday

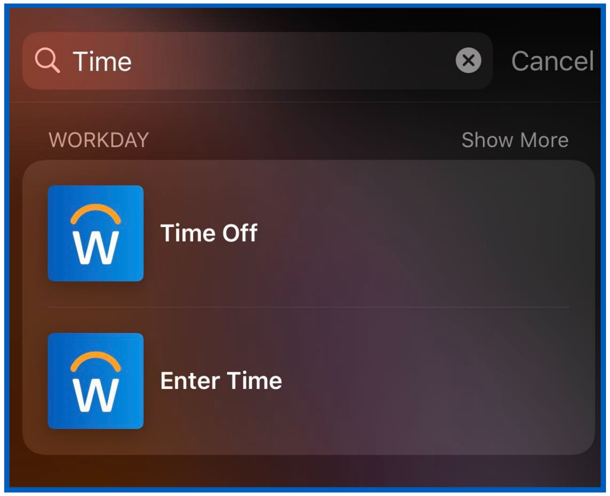
FACE OR TOUCH ID (ENABLED IOS DEVICES ONLY)

When setting up the PIN, users with enabled devices may see a prompt asking to enable Face or Touch ID (depending on your company's security). Tap the Use Face or Touch ID button to enable this feature for now and for future easy access or tap Skip to continue.

SPOTLIGHT SEARCH (IOS ONLY)

You can search for commonly used tasks in Workday Mobile and they will display in your top hits. You must be logged in to Workday for the feature to work.

1. From your home screen on your iOS device, swipe right to open Spotlight Search. (Depending on your iOS version, you may need to swipe down.)
2. Search for a keyword like *time*. Suggested Workday tasks will display.
3. Select a task to navigate to the action in Workday.

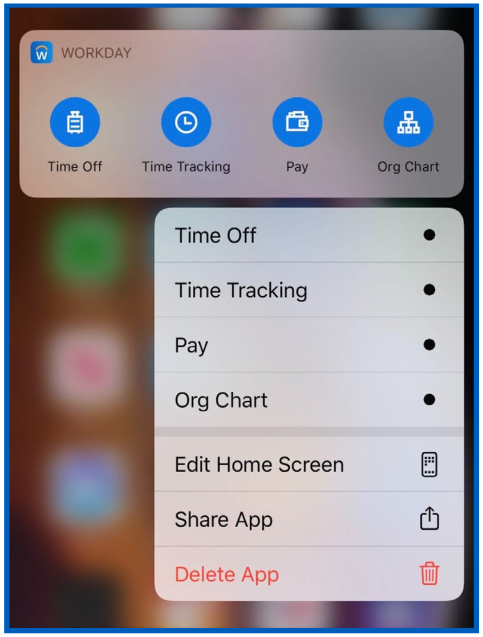


3D TOUCH (IPHONE 6S, 6S PLUS, OR NEWER)

For users with iPhone 6s, 6s Plus, or newer devices, Workday displays quick actions from the phone's home screen. You can access these actions with a single tap.

1. From the home screen on your phone, press the **Workday app** icon firmly to quickly access the first four apps.
2. Select the app you would like to use.

If you reorder your apps on the Workday Home page, your quick actions will update to reflect the new top four. Over time, based on usage, your quick actions will display your top four most commonly used tasks.


WORKDAY
Time Off
Time Tracking
Pay
Org Chart
Time Off
Time Tracking
Pay
Org Chart
Edit Home Screen
Share App
Delete App

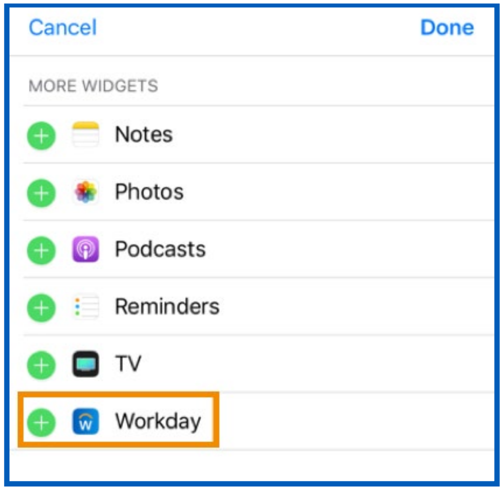
TODAY VIEW (IOS ONLY)

IPHONE

The Today View displays in your notification center. It contains widgets to help you navigate your day. The Workday widget provides access to the first four apps from your quick actions.

From the top of your phone's home screen:

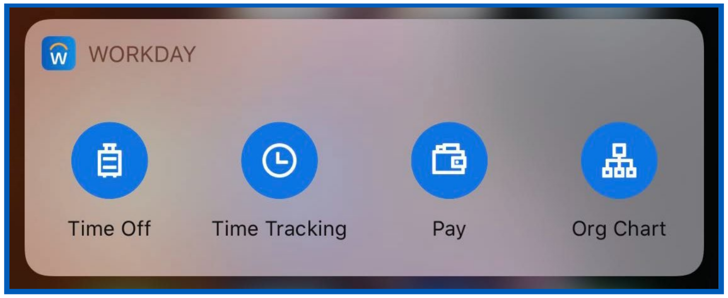
1. Swipe down to display the menu bar. (Depending on your iOS version, you may need to swipe right.)
2. Scroll down and tap **Edit**.
3. Tap the **plus** icon next to the Workday app icon to add it to your
4. Today View.


Cancel
Done
MORE WIDGETS
Notes
Photos
Podcasts
Reminders
TV
Workday

5. Tap **Done**.

If you reorder your apps on the Home page within the Workday app, the Today View updates to reflect the new top four apps.

Over time, the Today View learns your usage preferences and will display your top four most commonly used tasks.


WORKDAY
Time Off
Time Tracking
Pay
Org Chart