Install Workday on Android

To install Workday on your Android device:
1. Navigate to the Google Play Store.
2. Tap Search. Enter Workday.
3. Tap Install and accept the application permissions.
4. Tap Open to launch the Workday app.
5. Complete initial setup steps, including agreeing to license agreements and entering company settings. You can find the tenant name and web address in MyWellesley, near where you login to Workday in the Workday portlet (not the blue menubar).

Install Workday on iPad and iPhone

To install Workday on your iPad or iPhone:
1. Navigate to the App Store.
2. Enter Workday in the search field, and select Workday from the search results.
3. Tap Get, and Install.
4. Tap Open once the app has downloaded.
5. Tap Settings.
6. Enter your company’s tenant name and Workday web address and tap Save. You can find the tenant name and web address in MyWellesley, near where you login.
7. Enter your username and password and tap Sign In.
8. Tap OK to enable push notifications.

Mobile Authentication

Note: Depending on your organization’s security, mobile users can sign in to Workday mobile apps with a Personal Identification Number (PIN) for faster access. Mobile PIN authentication is compatible with Single Sign-On (SSO) authentication.

1. Sign in to Workday. A prompt appears, asking if you want to set up a PIN.
2. Tap Set Up PIN.
**Mobile:** Install, Log In, and Quick Actions for Android, iPhone, and iPad

3. Enter a PIN between 4 and 8 characters long.

4. Tap the **green checkmark**.

5. Confirm the PIN by entering characters again and then tapping the **green checkmark**.

6. Tap **OK** to enable push notifications.

**Touch ID (Enabled iOS Devices Only)**

After setting up a PIN, users with enabled devices may see a prompt asking to Enable Touch ID (depending on your company’s security).

1. Click **OK**. Touch ID will be enabled now, and on future logins.

2. Place your finger on the **Home** button. Login is automatic.

**Signing Out**

From the Home page:

1. Tap the **Settings** or **Prompt** icon.

2. Tap **Sign Out**.

**Spotlight Search (iOS only)**

Search for commonly used tasks in the Workday app, and it will display in the Top Hits. You must be logged in to Workday for the feature to work.

1. Tap your home screen in your iOS device and swipe down to the Spotlight Search.

2. Search by keyword like *Time*. Suggested Workday tasks will display.

3. Select a task and you are taken to the action in Workday.

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**3D Touch (iPhone 6s and 6s Plus only)**

For users with iPhone 6s and 6s Plus devices, Workday displays Quick Actions from the Home screen that can be accessed with a single press.

1. Press the **Workday app** icon from the home page firmly to quickly access the first four icons.

2. Select the icon you want to use.

If you reorder the icons on the home page, Quick Actions are updated to reflect the new top four.

3D Touch learns your preferences over time based on usage and will display the top four most commonly used tasks.

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Your screens and processes may vary from those described here.
Search My Team

Search makes it easier to find the people you access most. People Search displays these role-based defaults:

- Managers automatically see direct reports.
- Individual contributors automatically see co-workers.
- Scroll vertically to view team or show/collapse option.
- Advanced Search for additional filter criteria.

From the Home page:

1. Tap the **Search** icon.
2. Scroll vertically to view team or show/collapse option.