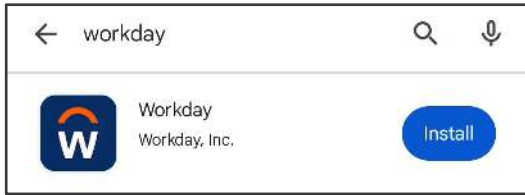


Installing the Workday Mobile App

This quick reference guide (QRG) provides instructions on how to install the Workday mobile app on android and apple devices. Additionally, this QRG provides information on how to sign into Workday on the mobile app.

INSTALL APP ON ANDRIOD

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 Log In.
5. Type 'uasys' in the Company ID field, then tap the arrow to continue.
6. Log in using your Office365 credentials and complete multi-factor authentication when prompted then tap Sign In.
7. Tap Allow to enable push notifications from the Workday app.

INSTALL APP ON APPLE

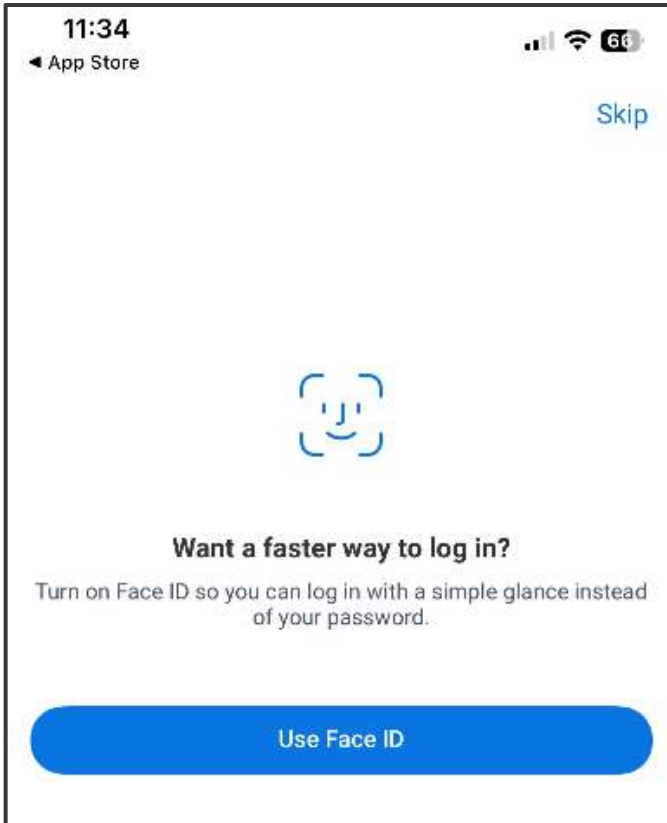
1. From your device, navigate to the App Store.
2. Enter Workday in the search field and select Workday from the results.



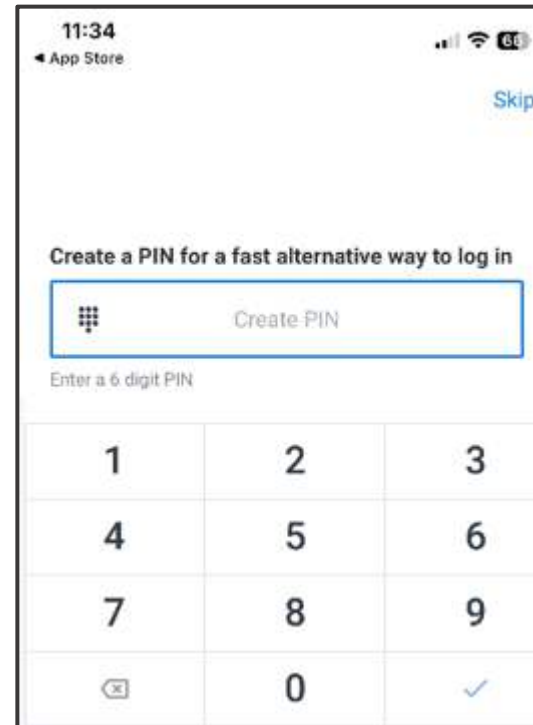
3. Tap Get, then Install. Tap Open once the app has downloaded.
4. Tap Log In.
5. Type 'uasys' in the Company ID field. Afterwards, tap Continue.
6. Log in using your Office365 credentials and complete multi-factor authentication when prompted then tap Sign In.

Installing the Workday Mobile App

- Optional: When setting up the Mobile App, users with enabled devices may see a prompt asking to enable Face or Touch ID. Tap the **Use Face** or **Touch ID** button to enable this feature for now and for future easy access or tap Skip to continue.



- Optional: Enter a **6-digit PIN**.
- If a PIN is entered click the Check in the bottom corner of the screen. Reenter the PIN and confirm the PIN by tapping the **checkmark**.



- Tap **Allow** to enable push notifications.
- Tap **OK** to enable push notifications.