



# Did you know that Workday has a mobile App? Install it today on your Android and iPhone mobile devices.

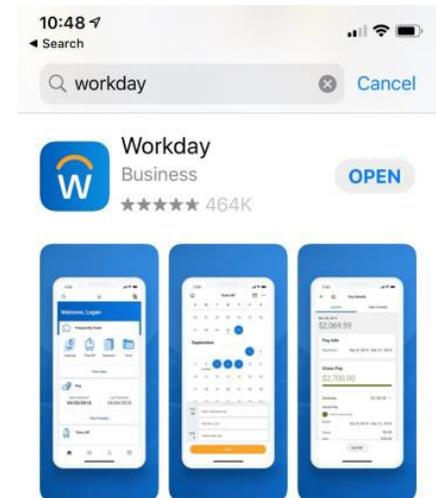
See instructions below:

## DOWNLOADING WORKDAY FOR MOBILE ACCESS

### 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. Complete initial setup steps, including agreeing to license agreements and entering company settings.



### IPAD AND IPHONE

To download Workday Mobile on your iPad or iPhone:

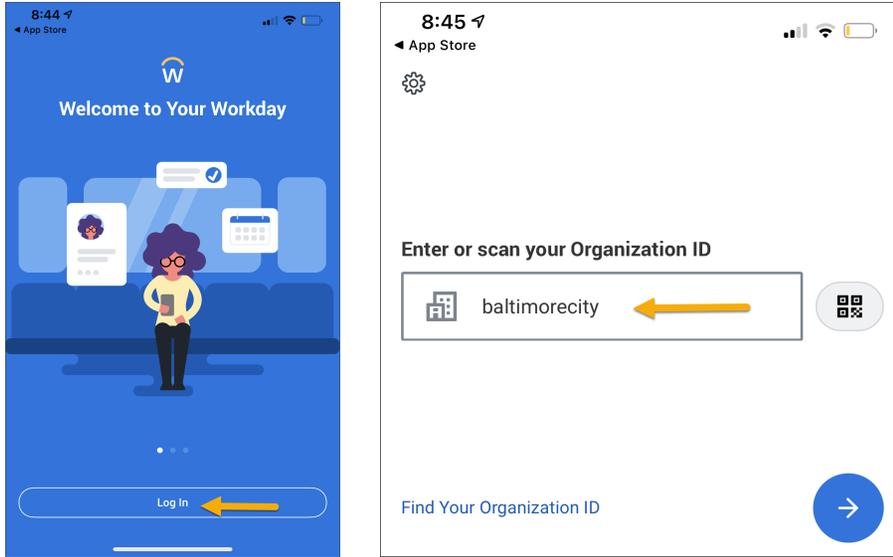


1. From your device, navigate to the App Store.
2. Enter Workday in the search field and select Workday from the results.
3. Tap Get, then Install.
4. Tap Open once the app has downloaded.

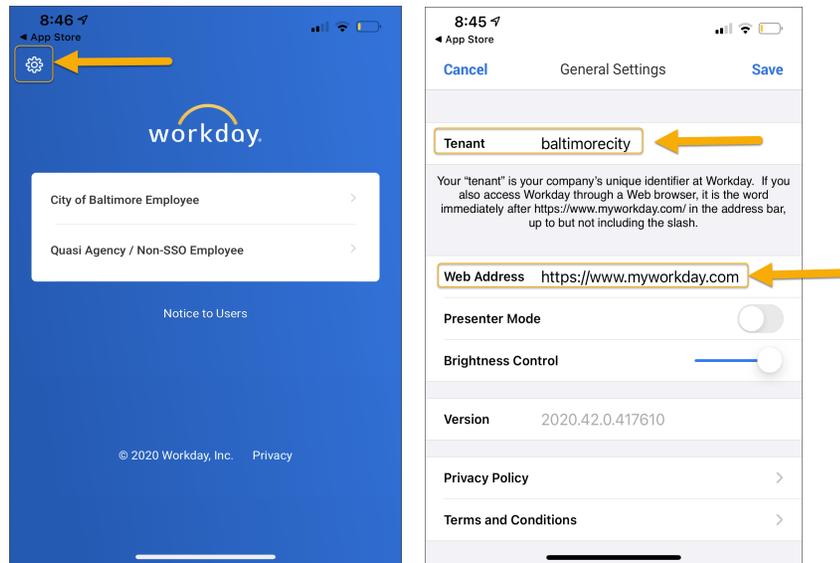


Note: There are several ways to enter company credentials to access Workday Mobile. This document covers the settings method, QR code access from Word day desktop Alternatively, you can use the mobile setup instructions in the app. If you have successfully access your Workday account, you can skip the setup instructions below in the future.

5. Tap Log In, then when asked to enter or scan your Organization Id, enter "baltimorecity".



6. Click the Gear button and ensure that Tenant is "baltimorecity" and Web Address is "http://www.myworkday.com."

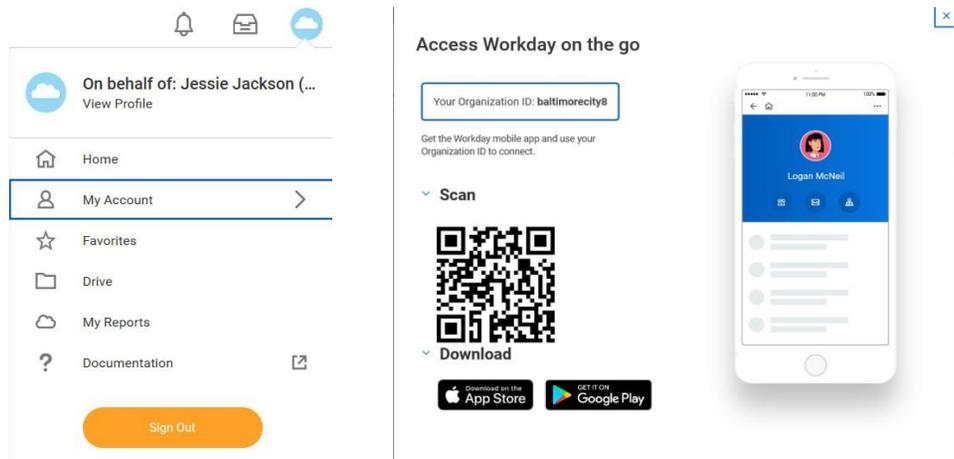


7. Tap **City of Baltimore** for single sign on or to log in

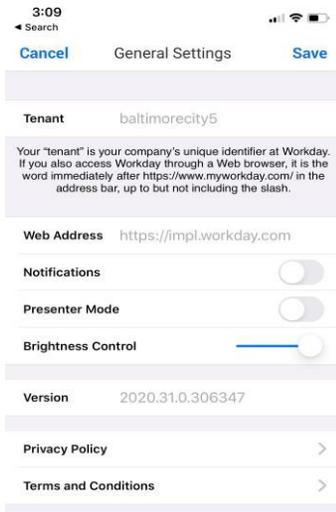


8. Once you select **City of Baltimore**, sign in is the same as your computer, or email with your email address.

9. Another way to access the mobile app is to scan the QR code from your desk top app. To access the QR code, select My account from your select My account from your cloud icon on the upper right side of your desktop home page. Once you do this, a window will pop up with the name of the organization and the QR code. To scan the QR code, hold your camera over the area to scan. This sends a link to your mobile device to download the Workday App.



10. Enter or scan your Organization ID or tap **Settings** to add specifics about your organization's tenant.



11. From settings, enter company's Workday web address. Afterwards, tap **Save**.
12. Enter your username and password and tap **Sign In**.
13. Tap **OK** to enable push notifications, and **Save**

## STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at [Workday.Baltimorecity.gov](https://www.workday.com)