

Workday Go Mobile Guide



Note: You will need to use the desktop version of Workday to retrieve LCMC Health's Organization ID. The next steps will walk you through the process.

DOWNLOADING WORKDAY MOBILE

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

ANDROID

To download Workday Mobile on your Android device:

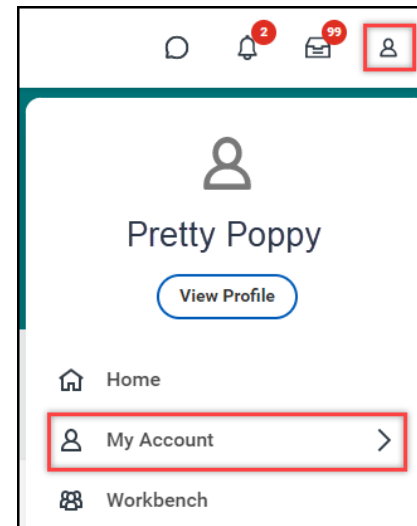
1. From your device, navigate to the Google Play Store.
2. In the search field, enter *Workday* and select **Workday** from the results.
3. Tap **Install**, then **Open** to launch the Workday Mobile app.
4. Tap the **Log In** button.
5. Follow the onscreen prompts to complete the initial setup steps for your company.

IPAD AND IPHONE

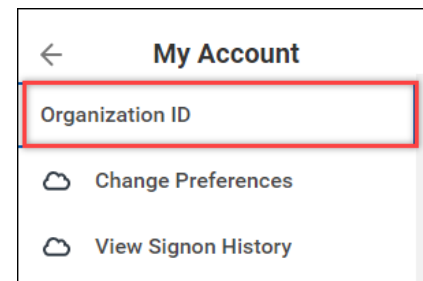
To download Workday Mobile on your iPad or iPhone:

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

6. Log into the Workday desktop app or navigate to Workday using your preferred browser.
7. Tap your **Profile icon > My Account**.

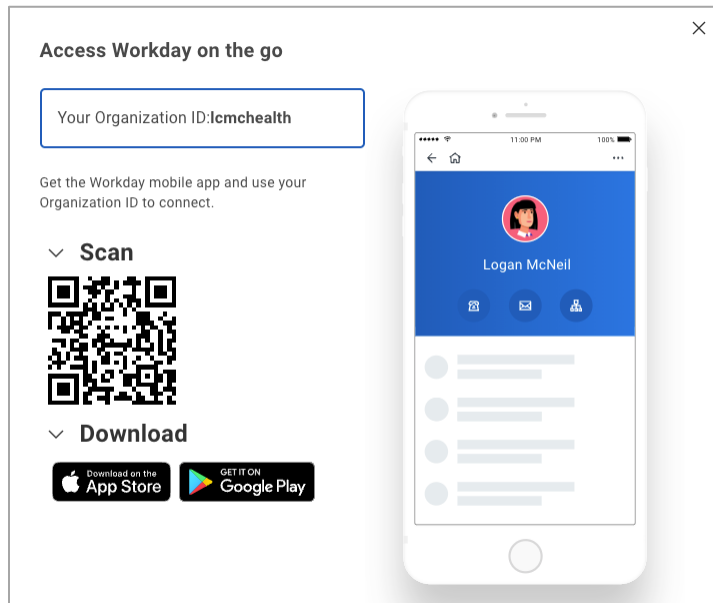


8. Click **Organization ID**.



Workday Go Mobile Guide

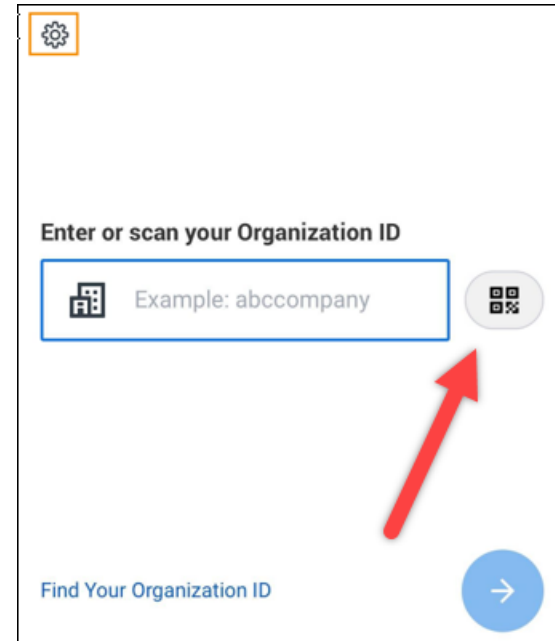
9. The QR code and Organization ID page displays.



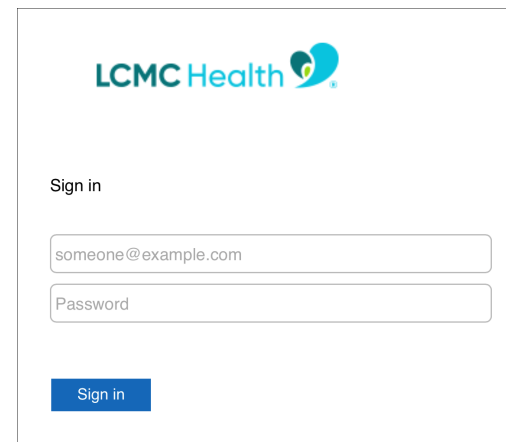
10. Navigate back to your mobile device. **Enter or scan LCMC Health's Organization ID**, then tap the **arrow** button. To scan the ID, click the **QR code icon**.



Note: Scanning the QR code may offer a quicker install than entering the ID in the Your Organization ID field.

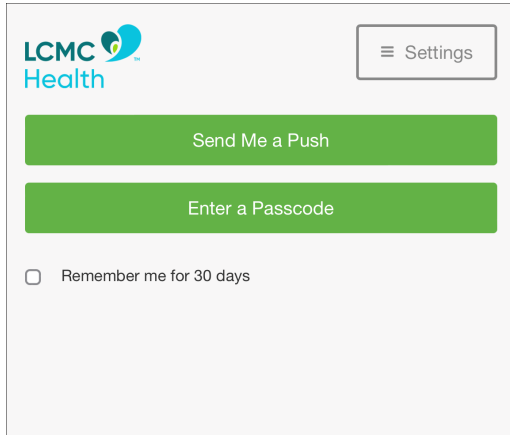


11. Enter your **SSO credentials**.



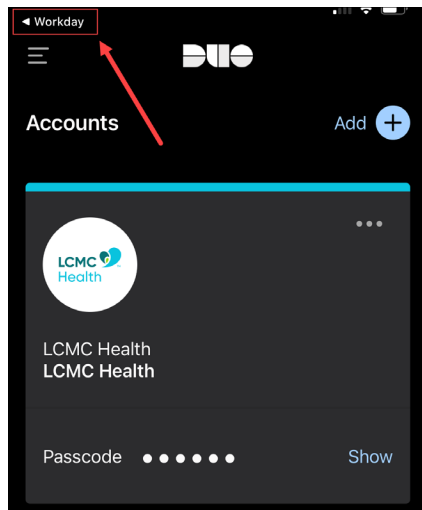
Workday Go Mobile Guide

12. Select your preferred method for DUO Security Authentication.



The screenshot shows the LCMC Health mobile app login screen. At the top left is the LCMC Health logo. At the top right is a 'Settings' button with a hamburger menu icon. Below the logo are two large green buttons: 'Send Me a Push' and 'Enter a Passcode'. At the bottom, there is a checkbox labeled 'Remember me for 30 days'.

13. Click the Workday link at the top left of the screen.

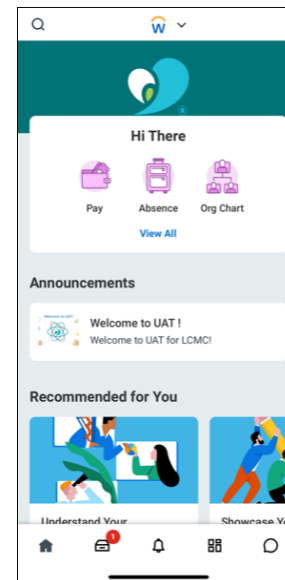


14. Select your preference for maintaining sign in.



The screenshot shows the LCMC Health mobile app 'Stay signed in?' screen. At the top is the LCMC Health logo. Below it is the heading 'Stay signed in?'. The text below the heading says 'Do this to reduce the number of times you are asked to sign in.' Below this text is a checkbox labeled 'Don't show this again'. At the bottom are two buttons: 'No' and 'Yes'.

15. The Workday Mobile home screen displays.

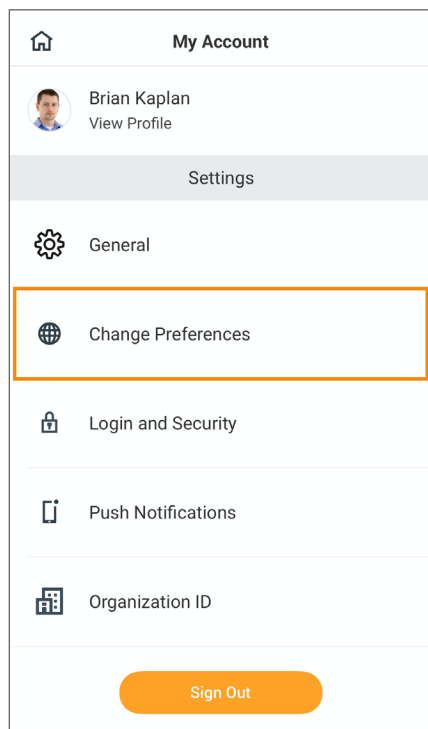


Workday Go Mobile Guide

USER PREFERENCES ON MOBILE

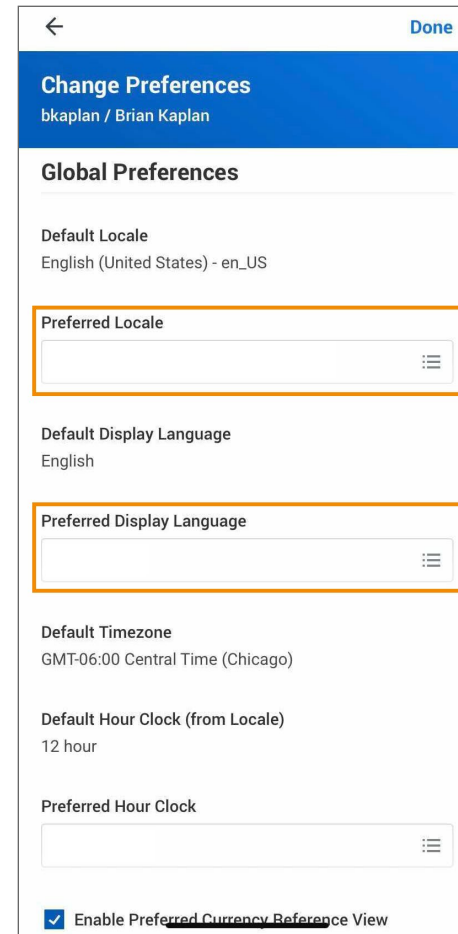
You can change your preferences such as preferred language, locale, currency, and more on Workday Mobile.

1. From the Workday Mobile Home screen, tap your **Profile** photo.
2. Under Settings, tap **Change Preferences**.



3. In the Preferred Locale field, tap the **prompt** icon and select a locale.

4. In the Preferred Display Language field, tap the **prompt** icon and select a language.



5. Scroll down and select a Preferred Hour Clock and Preferred Currency.

Workday Go Mobile Guide

6. Tap **Done** to save your selections. You may be prompted to sign out and sign back in to apply these changes.

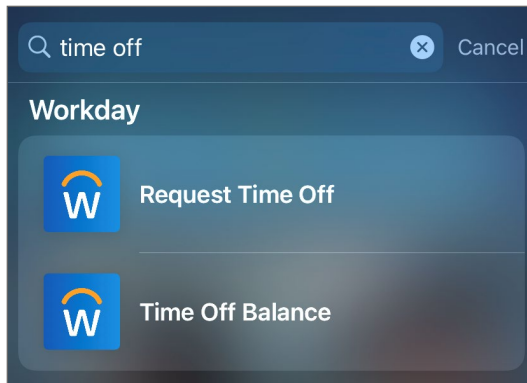
SPOTLIGHT SEARCH (IOS ONLY)

You can search for commonly used tasks in Workday Mobile and they will display in your search results. You must be signed 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.)

Search for a keyword like *time*. Suggested Workday tasks will display.

Select a task to navigate to the action in Workday.



3D TOUCH IPHONE (IOS 12.0 OR LATER)

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 applications.

Select the application you would like to use.

If you reorder your applications 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.

