Install Workday Mobile App

The role(s) needed to perform these tasks is / are:

- Employee As Self

> The design and appearance of Workday may be different than some of the visual components described within the job aid due to system updates.
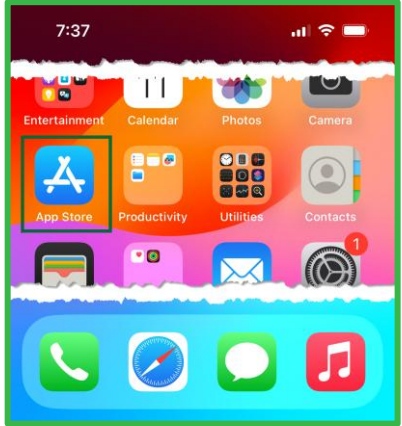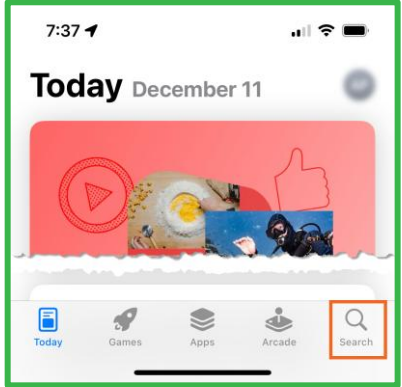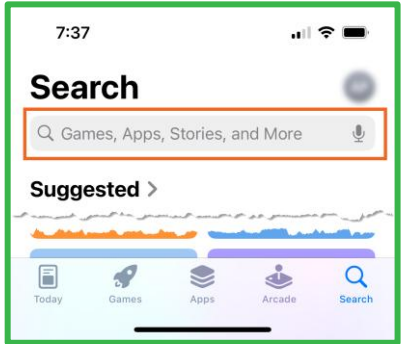
Install Workday Mobile App

Workday Mobile App

This job aid provides directions for how to Search and Install the Workday mobile application on an Apple device and an Android device. This job aid also shows how to Log In and Open the Workday mobile application after it has downloaded and installed.
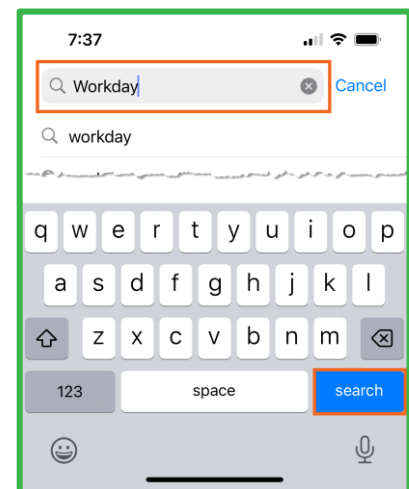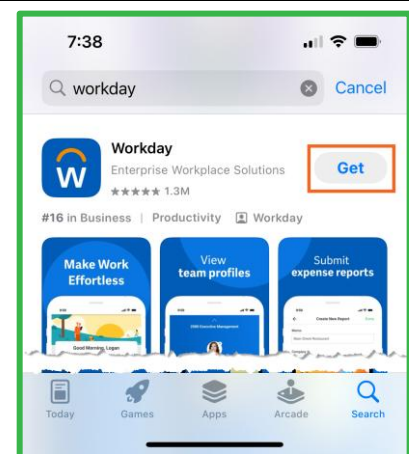
Apple Device

Search and Install Workday App

Step	Image
1. From the **Apple Device Screen**, click the **App Store** button.	
2. Click the **Search** button.	
3. Click the **Seach Box** at the top of the screen.	

Install Workday Mobile App

4. Type **Workday** in the **Search Box** and then click the **Search** button on the Keyboard at the bottom of the screen.	
5. Click the **Get** button next to the **Workday** app.	
6. Verify the **Account** is correct and then click the **Install** button.	
7. Enter your **Password** for your **Apple Account** and then click the **Sign In** button. The app will begin to download.	
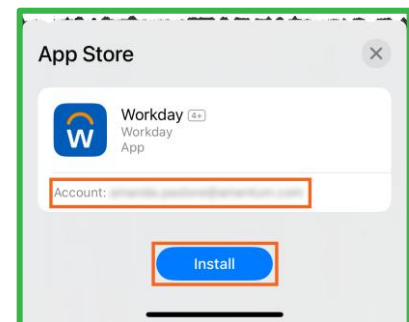
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Install Workday Mobile App

8. When the App finished downloading, you can click the **Open** button or click the **Workday** app from your screen.	

Log In and Open Workday App

Step	Image
1. From the **Workday** home screen, click **Log In**.	
2. In the **Organization ID** field, enter **pae** and then click the **Go** button.	

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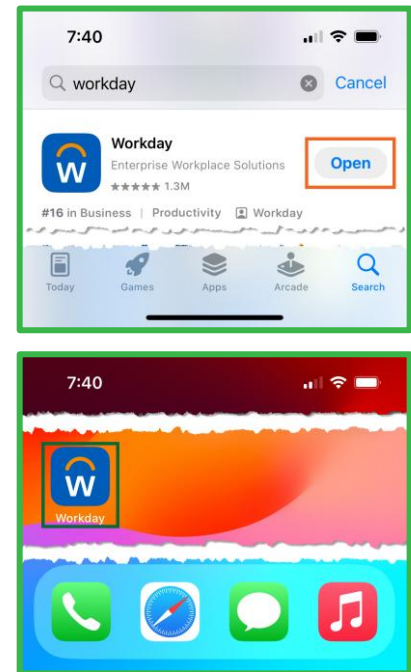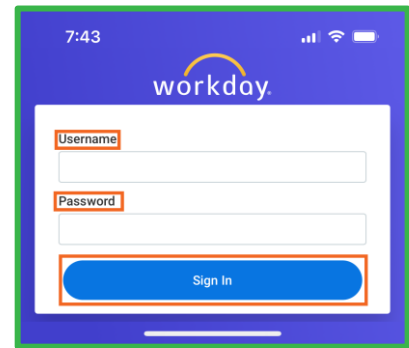
Install Workday Mobile App

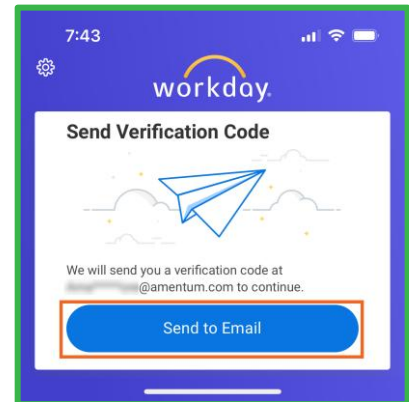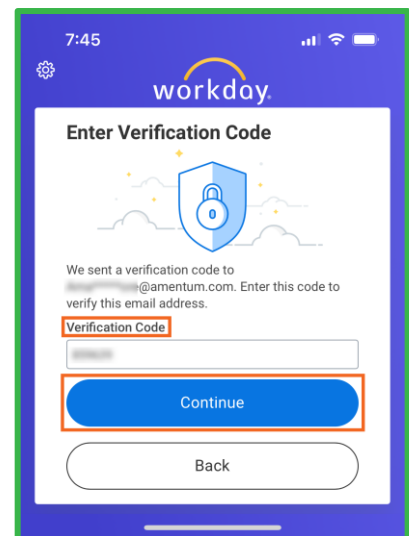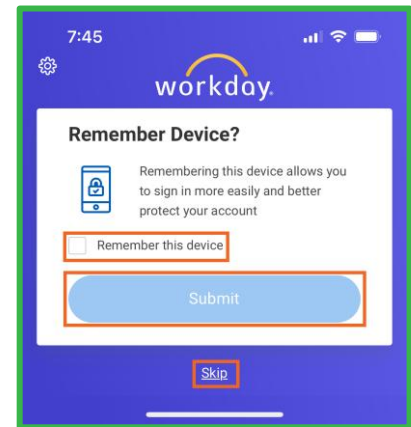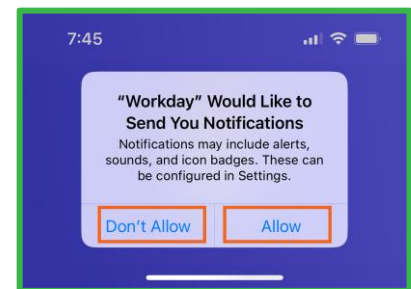|	
3. Enter your six-digit employee ID as the **Username**, enter your **Password**, and then click the **Sign In** button.	*[screenshot: Workday login screen showing 7:43, Username and Password fields, and Sign In button]*
4. Click the **Send to Email** button.	*[screenshot: Workday Send Verification Code screen showing "We will send you a verification code at ____@amentum.com to continue." and Send to Email button]*
5. Navigate to the **email address** where the verification code is sent to from Step 4. Once you have received the **Verification Code Email**, navigate back to your Workday screen, and enter the passcode from the email in the **Verification Code** field. Then click the **Continue** button. You may receive an email from **Amentum-Workday@amentum.com** with the subject **Security Alert: Signon from New Device**. This email is **NOT** the email that will contain the **Verification Code**. The Verification Code email will come from **Amentum-Workday@amentum.com** and the subject will say **Workday Login Passcode: XXXXXX.** The passcode in your email is only **valid for 10 minutes**. If you do not enter the Verification Code in Workday before it expires, you wil need to send a new code.	*[screenshot: Workday Enter Verification Code screen showing "We sent a verification code to ____@amentum.com. Enter this code to verify this email address.", Verification Code field, Continue button, and Back button]*

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Install Workday Mobile App

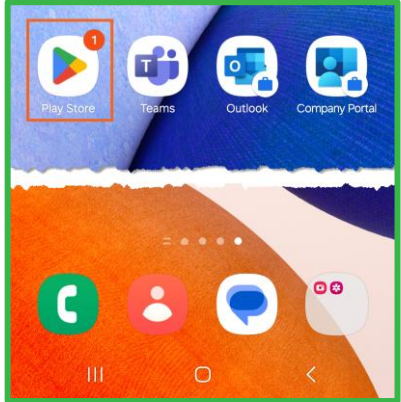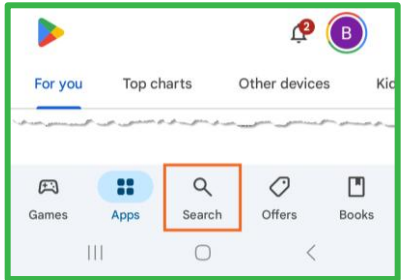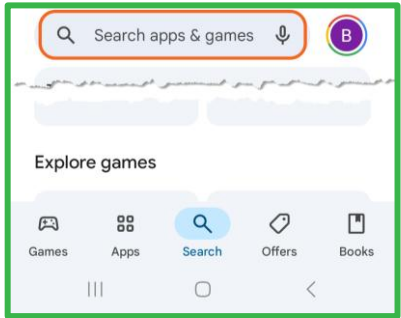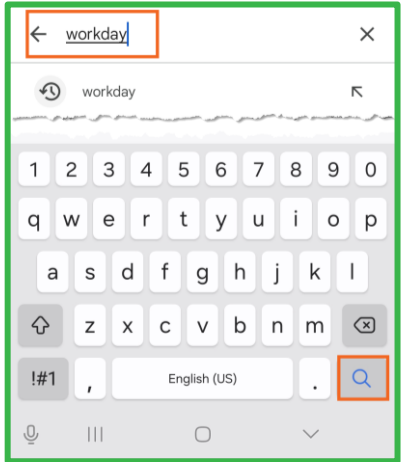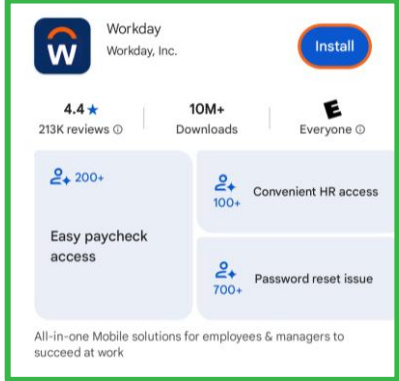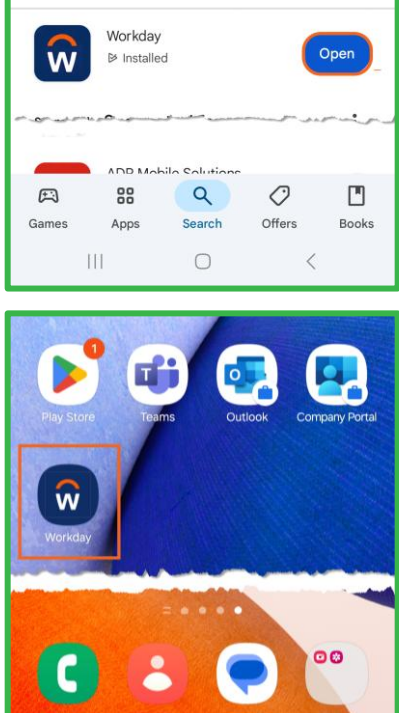|	
6. Select the **Checkmark** if you would like to **Remember this device** that you have signed in on. Then click the **Submit** button. You can also choose to select **Skip** to skip remembering this device.	
7. Choose **Don't Allow** if you do NOT want to receive Workday Notifications on your Apple Device OR choose **Allow** if you would like to received Workday Notifications on your Apple Device.	
8. You are now logged in to the Workday mobile application. **My Tasks (inbox)** is located at the bottom of the screen.	

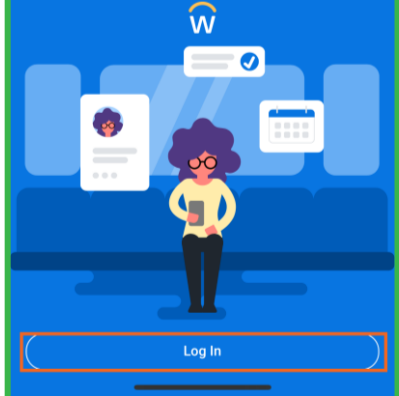amentum
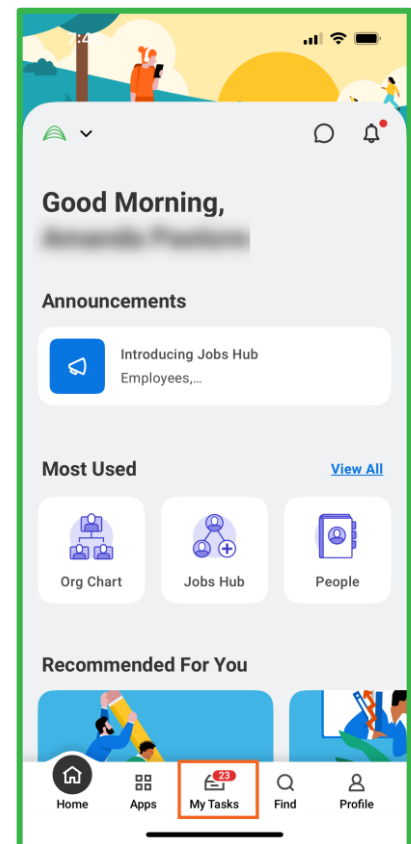
Install Workday Mobile App

Android Device

Search and Install Workday App

Step	Image
1. From the **Android Device Screen**, click the **Play Store** button.	
2. Click the **Search** button.	
3. Click the **Seach Box** at the top of the screen.	
4. Type **Workday** in the **Search Box** and then click the **Search** button on the Keyboard at the bottom of the screen.	

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Install Workday Mobile App

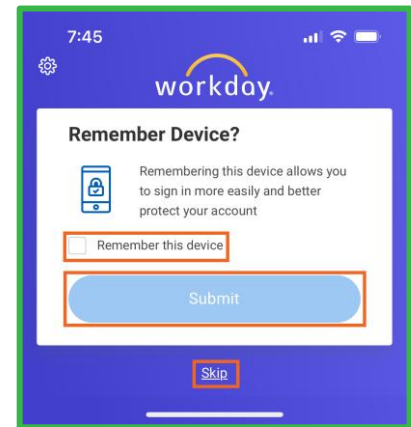| Step	Image
5. Click the **Install** button next to the **Workday** app.	
6. When the App finished downloading, you can click the **Open** button or click the **Workday** app from your screen.	

Log In and Open Workday App

Step	Image
1. From the **Workday** home screen, click **Log In**.	

Install Workday Mobile App

2.	In the **Organization ID** field, enter **pae** and then click the **Go** button.	Enter or scan your Organization ID — pae — English (US) — Go
3.	Enter your six-digit employee ID as the **Username**, enter your **Password**, and then click the **Sign In** button.	workday. — Username — Password — Sign In
4.	Click the **Send to Email** button.	workday. — Send Verification Code — We will send you a verification code at _____@amentum.com to continue. — Send to Email
5.	Navigate to the **email address** where the verification code is sent to from Step 4. Once you have received the **Verification Code Email**, navigate back to your Workday screen, and enter the passcode from the email in the **Verification Code** field. Then click the **Continue** button.	7:45 — workday. — Enter Verification Code — We sent a verification code to _____@amentum.com. Enter this code to verify this email address. — Verification Code — Continue — Back
	You may receive an email from **Amentum-Workday@amentum.com** with the subject **Security Alert: Signon from New Device**. This email is **NOT** the email that will contain the **Verification Code**. The Verification Code email will come from **Amentum-Workday@amentum.com** and the subject will say **Workday Login Passcode: XXXXXX.** The passcode in your email is only **valid for 10 minutes**. If you do not enter the Verification Code in Workday before it expires, you wil need to send a new code.	

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6. Select the **Checkmark** if you would like to **Remember this device** that you have signed in on. Then click the **Submit** button. You can also choose to select **Skip** to skip remembering this device.	
7. Choose **Don't Allow** if you do NOT want to receive Workday Notifications on your Android Device OR choose **Allow** if you would like to received Workday Notifications on your Android Device.	
8. You are now logged in to the Workday mobile application. **My Tasks (inbox)** is located at the bottom of the screen.	

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