

Install Workday Mobile App

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

- Employee As Self
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The design and appearance of Workday may be different than some of the visual components described within the job aid due to system updates.

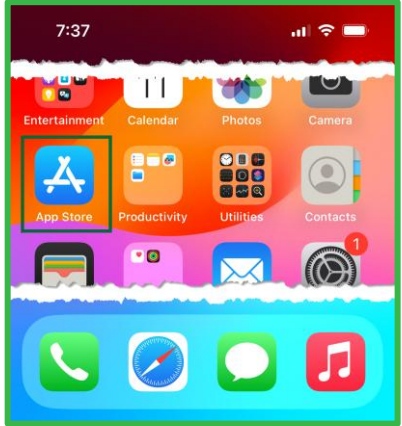
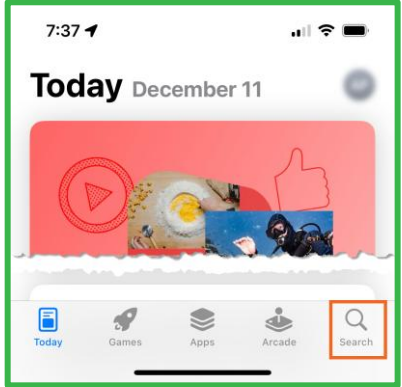
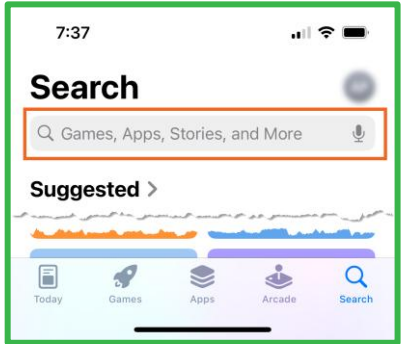
Install Workday Mobile App

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.

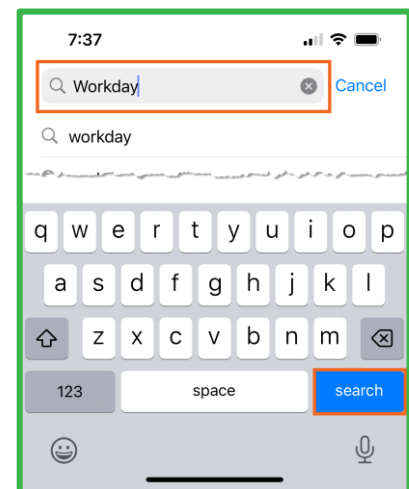
Apple Device

Search and Install Workday App

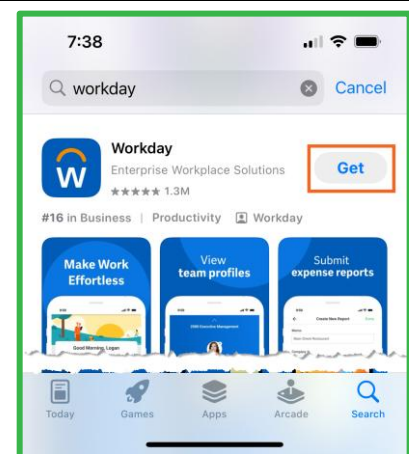
Step	Image
1. From the Apple Device Screen , click the App Store button.	 A screenshot of an iPhone home screen. The status bar at the top shows the time 7:37, signal strength, Wi-Fi, and battery. The home screen has a red background with a grid of app icons. The App Store icon is highlighted with a green border. Other icons include Entertainment, Calendar, Photos, Camera, Productivity, Utilities, and Contacts. The dock at the bottom contains icons for Phone, Safari, Messages, and Music.
2. Click the Search button.	 A screenshot of the iPhone Today screen. The status bar at the top shows the time 7:37, signal strength, Wi-Fi, and battery. The screen displays the date "Today December 11" and a large red banner with a play button icon. Below the banner is a grid of app icons. The Search icon is highlighted with a green border. Other icons include Today, Games, Apps, and Arcade.
3. Click the Search Box at the top of the screen.	 A screenshot of the iPhone Search screen. The status bar at the top shows the time 7:37, signal strength, Wi-Fi, and battery. The screen displays the word "Search" at the top. Below it is a search box with the placeholder text "Q Games, Apps, Stories, and More". The search box is highlighted with a green border. Below the search box is a section titled "Suggested" with a right arrow. At the bottom is a grid of app icons. The Search icon is highlighted with a green border. Other icons include Today, Games, Apps, and Arcade.

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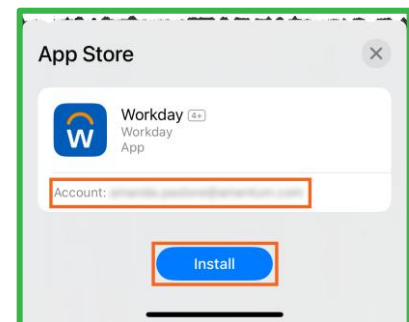
4. Type **Workday** in the **Search Box** and then click the **Search** button on the Keyboard at the bottom of the screen.



5. Click the **Get** button next to the **Workday** app.

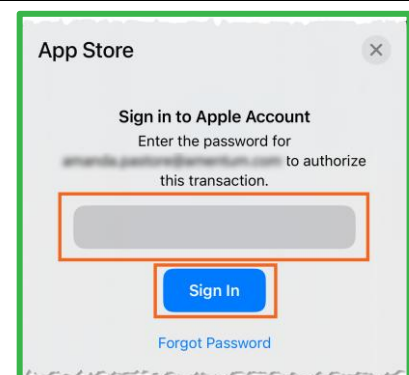


6. Verify the **Account** is correct and then click the **Install** button.



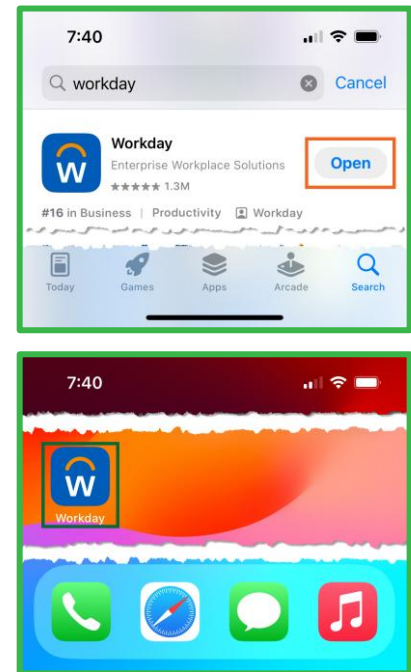
7. Enter your **Password** for your **Apple Account** and then click the **Sign In** button.

The app will begin to download.



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

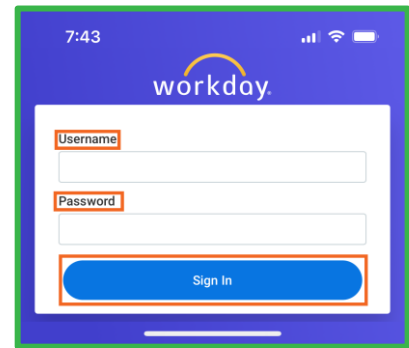


Log In and Open Workday App

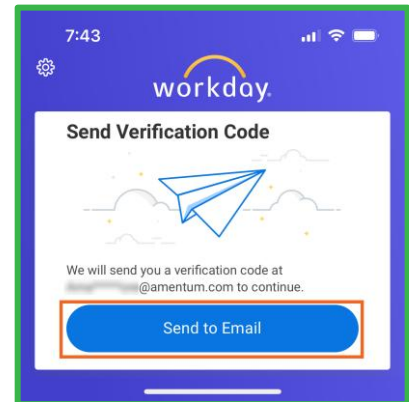
Step	Image
<ol style="list-style-type: none"> From the Workday home screen, click Log In. 	
<ol style="list-style-type: none"> In the Organization ID field, enter pae and then click the Go button. 	

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3. Enter your six-digit employee ID as the **Username**, enter your **Password**, and then click the **Sign In** button.



4. Click the **Send to Email** button.

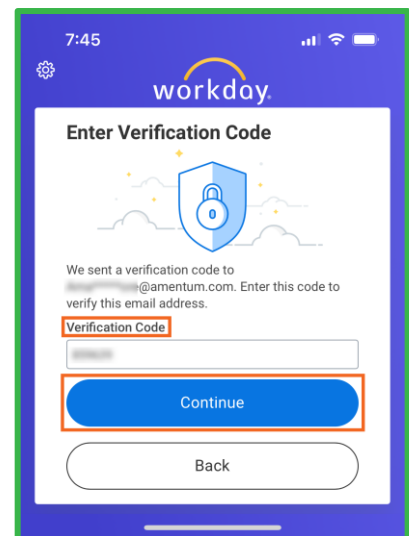


5. Navigate to the **email address** where the verification code is sent to from Step 4. Once you have received the **Verification Code Email**, navigate back to your Workday screen, and enter the passcode from the email in the **Verification Code** field. Then click the **Continue** button.

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**.

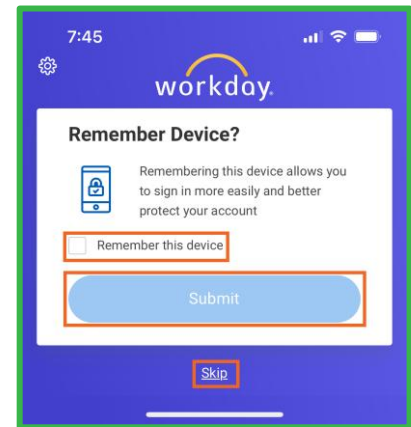
The Verification Code email will come from **Amentum-Workday@amentum.com** and the subject will say **Workday Login Passcode: XXXXXX**.

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 will need to send a new code.

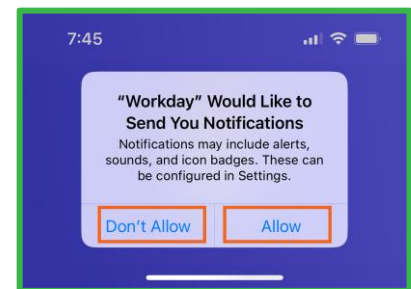


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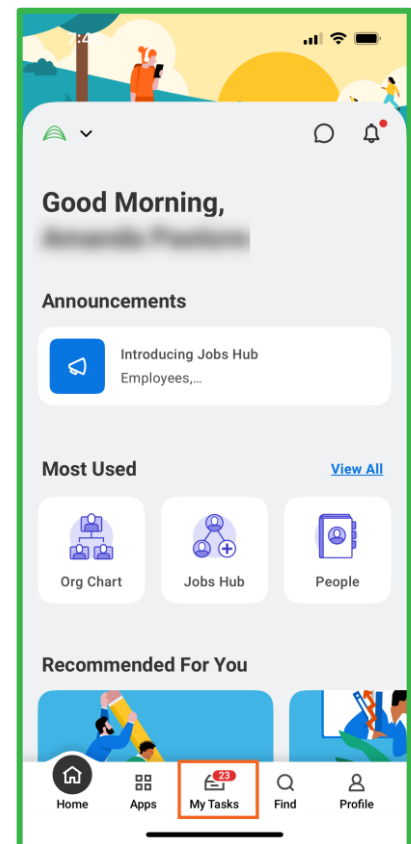
6. Select the **Checkmark** if you would like to **Remember this device** that you have signed in on. Then click the **Submit** button. You can also choose to select **Skip** to skip remembering this device.



7. Choose **Don't Allow** if you do NOT want to receive Workday Notifications on your Apple Device OR choose **Allow** if you would like to received Workday Notifications on your Apple Device.



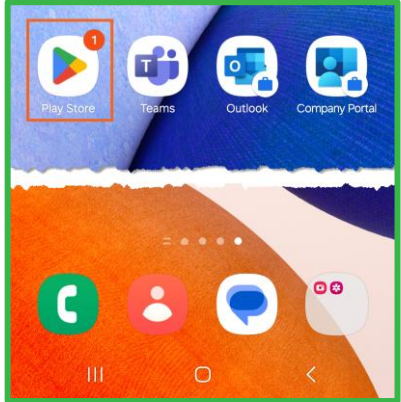
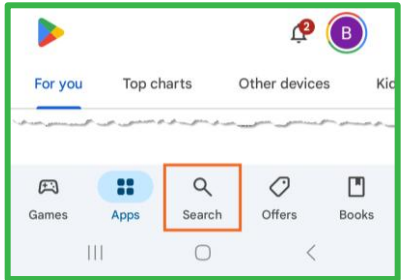
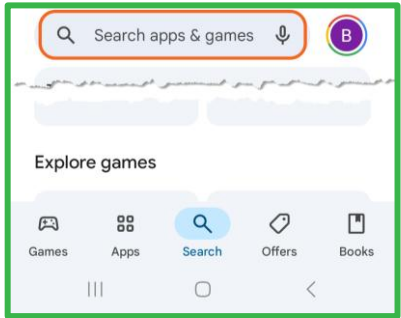
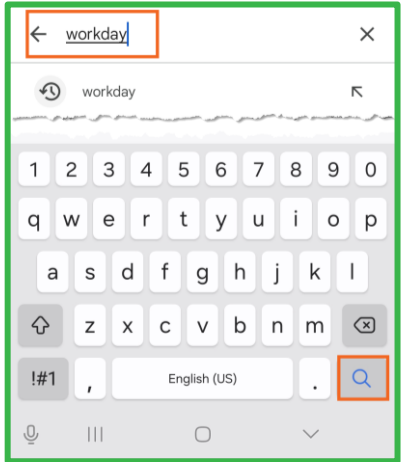
8. You are now logged in to the Workday mobile application. **My Tasks (inbox)** is located at the bottom of the screen.



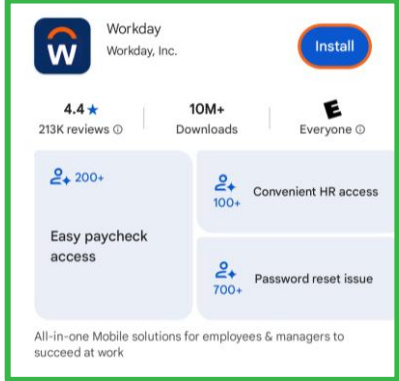
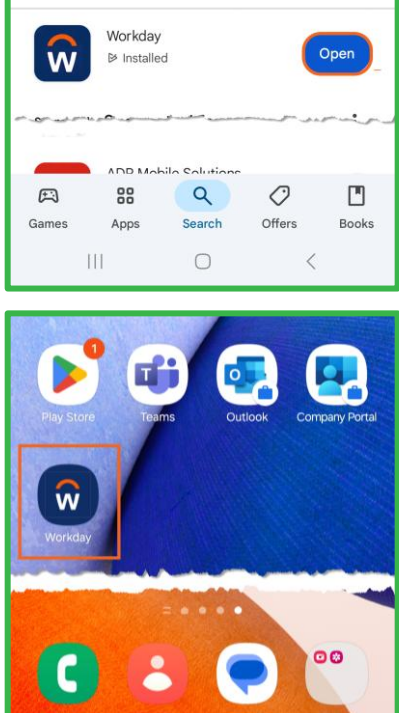
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Android Device

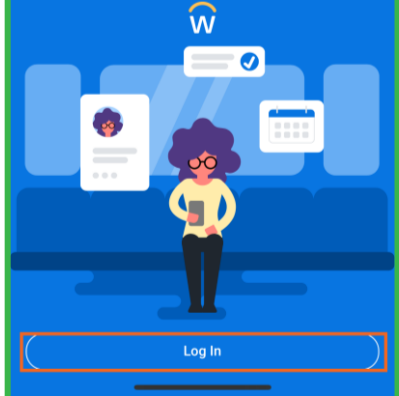
Search and Install Workday App

Step	Image
1. From the Android Device Screen , click the Play Store button.	 A screenshot of an Android home screen. The background is a blue and orange abstract design. At the top, there are four app icons: Play Store (highlighted with a red box), Teams, Outlook, and Company Portal. At the bottom, there are four docked icons: Phone, Contacts, Messages, and App Drawer. The navigation bar at the very bottom shows the standard Android icons: Home, App Drawer, and Back.
2. Click the Search button.	 A screenshot of the Google Play Store home screen. The top navigation bar includes 'For you', 'Top charts', 'Other devices', and 'Kids'. Below this is a horizontal scroll bar showing various app recommendations. At the bottom, there is a row of icons: Games, Apps, Search (highlighted with a red box), Offers, and Books. The navigation bar at the bottom is visible.
3. Click the Search Box at the top of the screen.	 A screenshot of the Google Play Store search screen. The top section features a search bar with the placeholder text 'Search apps & games' (highlighted with a red box) and a microphone icon. Below the search bar, there are sections for 'Explore games' and a row of icons: Games, Apps, Search (highlighted with a red box), Offers, and Books. The navigation bar at the bottom is visible.
4. Type Workday in the Search Box and then click the Search button on the Keyboard at the bottom of the screen.	 A screenshot of the Google Play Store search screen with the on-screen keyboard open. The search bar at the top contains the text 'workday' (highlighted with a red box). Below the search bar, there is a row of icons: Games, Apps, Search (highlighted with a red box), Offers, and Books. The on-screen keyboard is visible at the bottom, with the search icon (magnifying glass) highlighted by a red box.

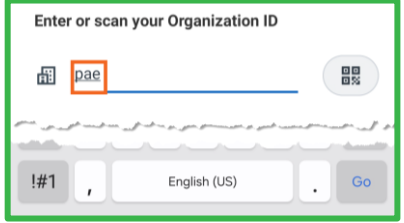

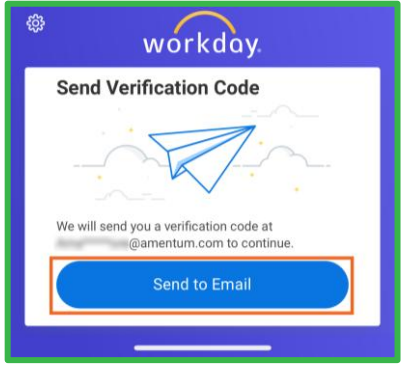
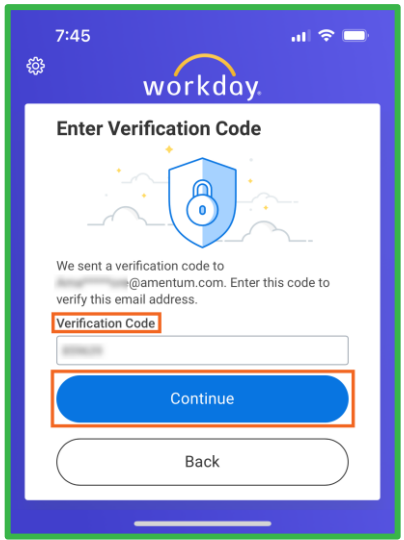
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<p>5. Click the Install button next to the Workday app.</p>	
<p>6. When the App finished downloading, you can click the Open button or click the Workday app from your screen.</p>	

Log In and Open Workday App

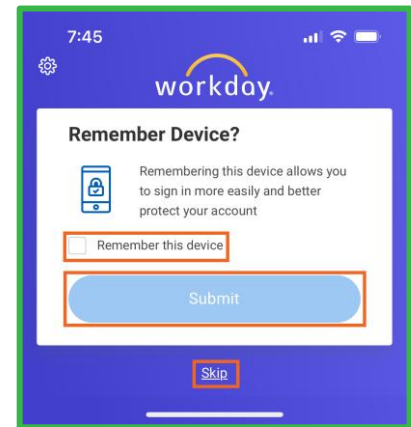
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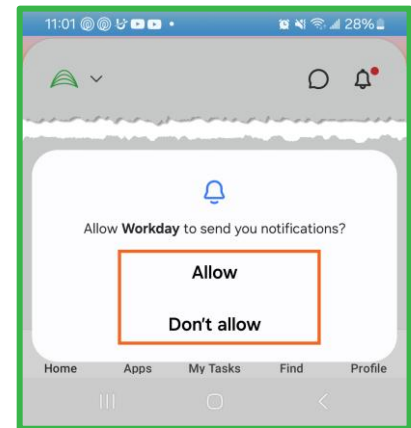
<p>2. In the Organization ID field, enter pae and then click the Go button.</p>	
<p>3. Enter your six-digit employee ID as the Username, enter your Password, and then click the Sign In button.</p>	
<p>4. Click the Send to Email button.</p>	
<p>5. Navigate to the email address where the verification code 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.</p> <div data-bbox="228 1360 1003 1906" style="border: 1px solid green; padding: 10px; margin-top: 10px;"> <p>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.</p> <p>The Verification Code email will come from Amentum-Workday@amentum.com and the subject will say Workday Login Passcode: XXXXXX.</p> <p>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 will need to send a new code.</p> </div>	

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