

How to install the Workday Mobile App

Audience: Hourly student workers

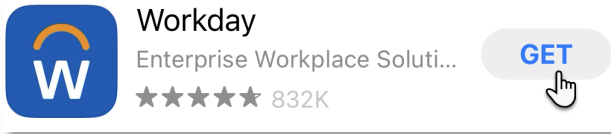
The Workday app provides mobile access to your Workday applications on the go. Use the app to review your pay, view or request time off and enter and submit time. Get push notifications alerts and reminders for time tracking, important updates and approvals.

The following document details the process for installation and setup of the Workday Mobile App.

iPhone and iPad



1. Scan the QR code above To download the app and tap **Get** in the App Store.

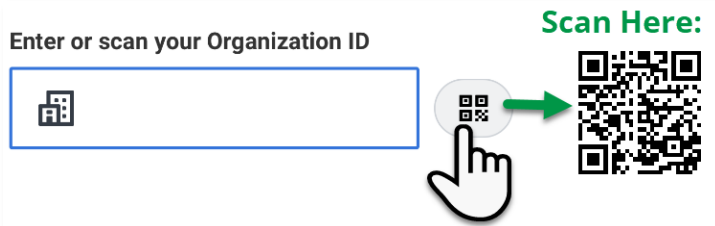


Note: There are other Workday apps, however for Workday Mobile, the app is simply called "Workday".

2. Follow the on-screen prompts to authenticate your Apple ID.
3. Once installed tap **Open** then click **Log In**.



4. On the Organization ID screen, click the QR Code button and scan below:



Note: If this does not work, the Organization ID is "CMU"

5. Enter your Andrew ID and password (This is your normal short username and web authentication password) then click **Login**.
6. At the CMU DUO Push screen, click **Send Me A Push** then use the notification on your device to click Approve.
7. Opt-in to using Face ID to save time in the future or click **Skip**.

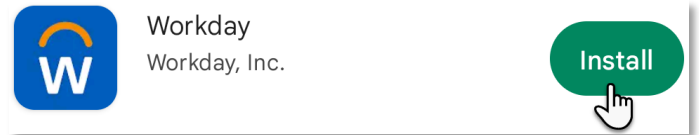
Note: It is suggested to click Allow on the following screens to **enable** Notifications by clicking **Allow** then **OK** at the following screen. This will ensure any notifications from the app (i.e., approvals or time off) immediately ping your device.

Installation is Complete!

Android



1. Scan the QR code above to download the app and tap **Install** in the Google Play Store.

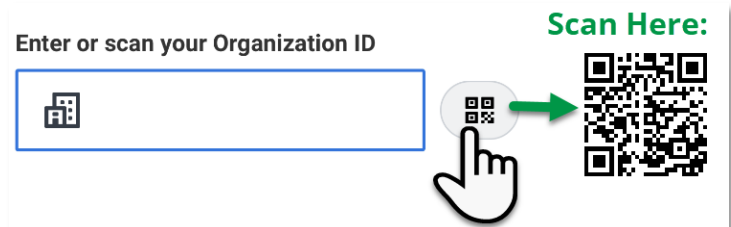


Note: There are other Workday apps, however for Workday Mobile, the app is simply called "Workday".

2. Follow the on-screen prompts to authenticate with your Google account.
3. Once installed tap **Open** then click **Log In**.



4. On the Organization ID screen, click the QR Code button and scan below:



Note: If this does not work, the Organization ID is "CMU"

5. Enter your Andrew ID and password (This is your normal short username and web authentication password) then click **Login**.
6. At the CMU DUO Push screen, click **Send Me A Push** then use the notification on your device to click Approve.
7. Opt-in to using biometrics on your device to save time in the future or click **Skip**.

Note: It is suggested to click Allow on the following screens to **enable** Notifications by clicking **Allow** then **OK** at the following screen. This will ensure any notifications from the app (i.e., approvals or time off) immediately ping your device.

Installation is Complete!



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Helpful Resources

- Contact [CMU Computing Services](#) for issues related to connectivity to the campus wireless network and university-sponsored email/calendar account synchronization.
- Issues related to phone coverage, carrier problems or other mobile functionality are not supported and should be directed to your carrier or mobile device vendor.