INSTALLING WORKDAY

This job aid demonstrates how to download and access the USFWorks powered by Workday Mobile application from your mobile device.

ANDROID

To install USFWorks 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 Mobile App** from the results.

3. Tap **Install**, then **Open** to launch the Workday Mobile app.

4. Tap the **Let's get started** button.

5. Complete initial setup steps, including agreeing to license agreements and entering company settings.
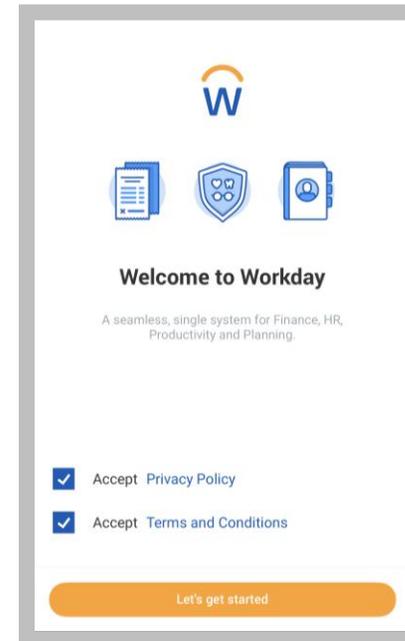
IPAD AND IPHONE

To install USFWorks Mobile on your iPad or iPhone:

1. From your device, navigate to the App Store.

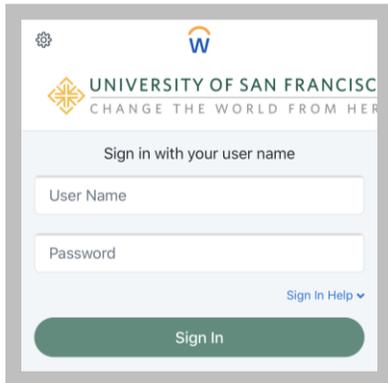2. Enter *Workday* in the search field and select **Workday Mobile App** from the results.

3. Tap **Get,** then **Install.**

4. Tap **Open** once the app has downloaded. Check the Accept Privacy Policy and Accept Terms and Conditions boxes. Click **Let's Get Started.**
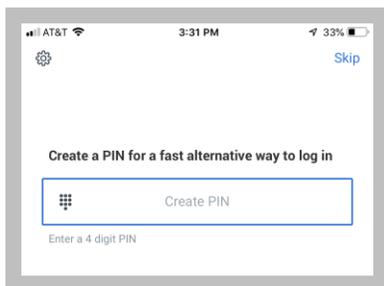

5. Enter USFCA and tap **Save**.

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6. Enter your username and password and tap **Sign In**.

7. Tap **OK** to enable push notifications.
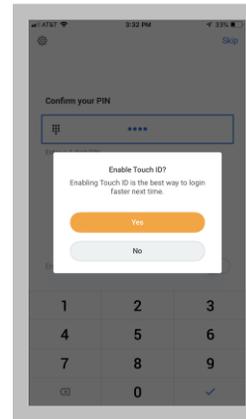
OPTIONAL: CREATE A PIN

8. Create a PIN for a faster alternative way to log in. This step can be skipped if you prefer not to use a PIN.

OPTIONAL: TOUCH ID (ENABLED IOS DEVICES ONLY)

When setting up the PIN, users with enabled devices will see a prompt asking to enable touch ID.

1. Tap to set the **Touch ID** toggle to the on position to enable this feature now and for future logins.

2. Place your finger on the **Home** button. You can now use touch ID to log in to Workday Mobile.

OPTIONAL: ENABLE FACE ID

When setting up the PIN, users with enabled devices will see a prompt button asking to enable Face ID. Click the button if you would like to enable this feature.

SPOTLIGHT SEARCH (IOS ONLY)

You can search for commonly used tasks in Workday Mobile and they will display in your top hits. You must be logged in to Workday for the feature to work.

1. Tap your home screen in your iOS device and swipe right to open Spotlight Search. (Depending on your iOS version, you may need to swipe down.)

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

3. Select a task to navigate to the action in Workday.


3D TOUCH (IPHONE 6S, 6S PLUS, OR NEWER)

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 page on your phone, press the **Workday app** icon firmly to quickly access the first four icons.

2. Select the app you would like to use.

If you reorder the icons on the 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.
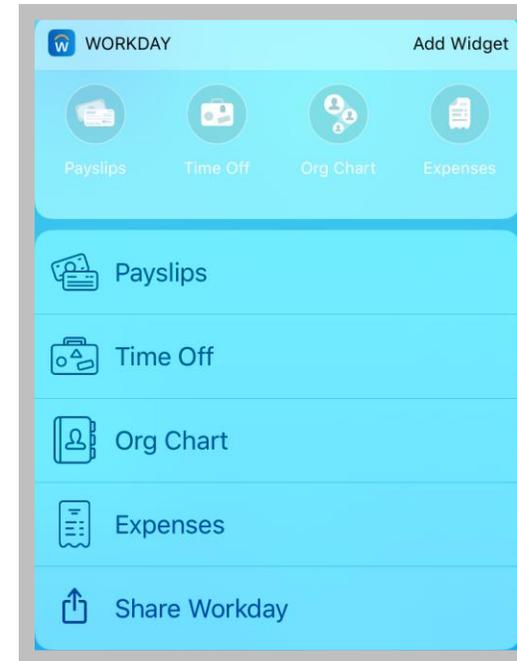
TODAY VIEW (IOS ONLY)

IPHONE

The today view displays in your notification center. It contains widgets to help you navigate your day. The Workday widget provides access to the first four icons from your quick actions.

From the top of your phone's home page:

1. Swipe down to display the menu bar. (Depending on your iOS version, you may need to swipe right.)

2. Scroll down and click **Edit**.

3. Tap the **plus** icon next to the Workday app icon to add it to your today view.
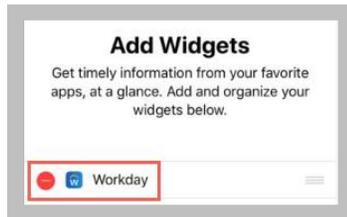
4. Tap **Done**.

If you reorder the icons on the home page within the Workday app, the today view updates to reflect the new top four icons.

The today view learns your preferences over time, based on usage, and will display your top four most commonly used tasks.