

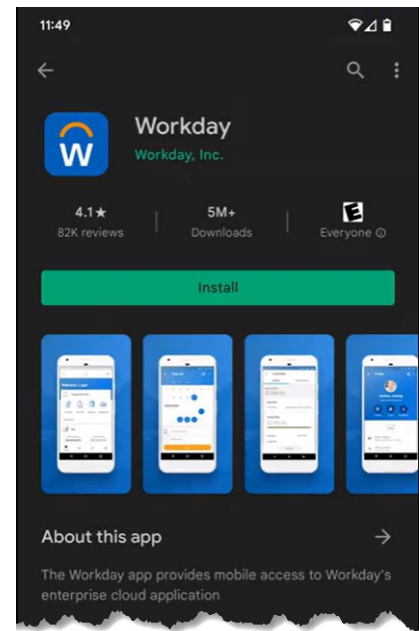


## Workday Mobile App

This guide demonstrates how to download and access the Workday Mobile Application on Apple and Android devices and how to set preferences. It also provides a list of Workday functions that are available in the mobile app.

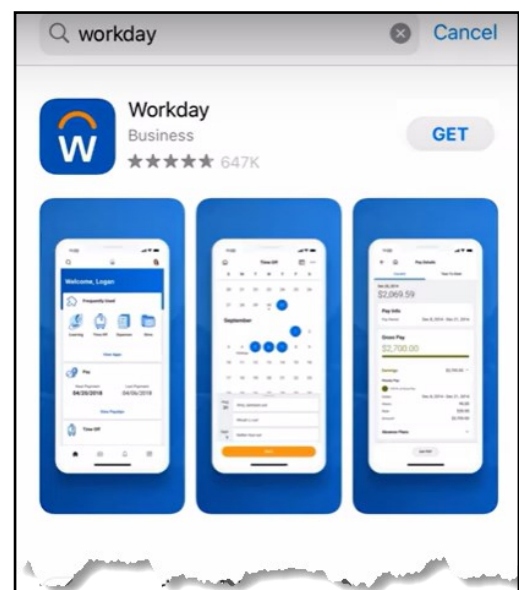
### Android Download/Installation

1. Download the Microsoft Authenticator App on your mobile device. Instructions for doing so can be found [here](#).
2. From your device, navigate to the Google Play Store
3. In the search field, enter *Workday* and select **Workday** from the results.
4. Tap **Install**, then **Open** to launch the Workday Mobile app.



### iPhone or iPad Download/Installation

1. Download the Microsoft Authenticator App on your mobile device. Instructions for doing so can be found [here](#).
2. From your device, navigate to the App Store
3. In the search field, enter *Workday* and select **Workday** from the results.
4. Tap **Get**.
5. Tap **Open** once the app has downloaded.



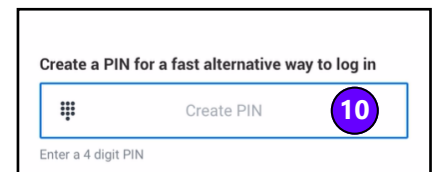
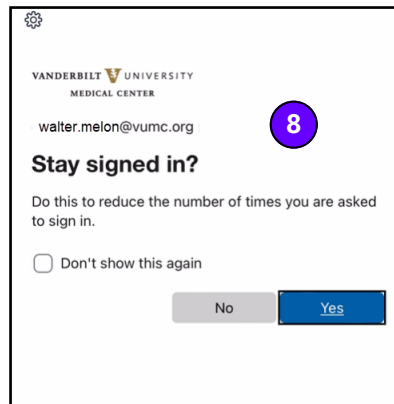
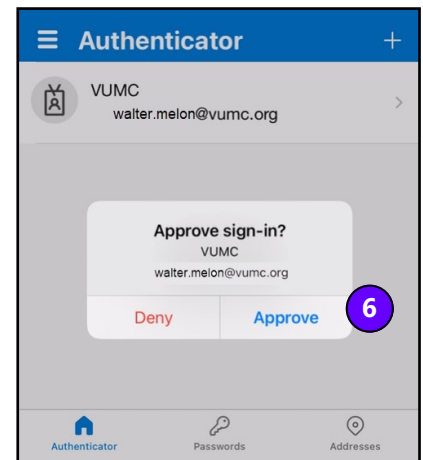
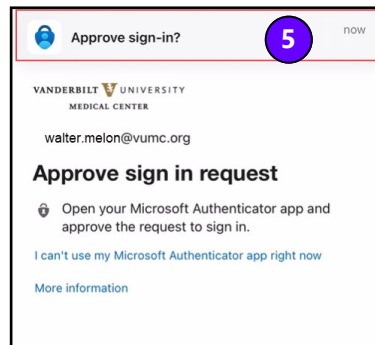
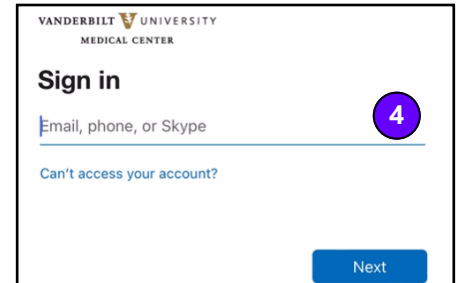
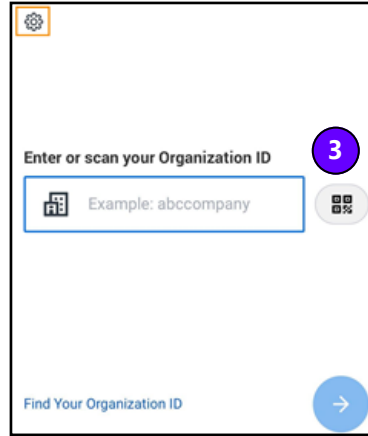


## Workday Mobile App

This guide demonstrates how to download and access the Workday Mobile Application on Apple and Android devices and how to set preferences. It also provides a list of Workday functions that are NOT available in the mobile app.

### Logging into Workday Mobile App

1. Open the Workday App on your mobile device
2. Tap **Log In**.
3. Enter the Organization ID “vumc” or tap the QR icon on the right side of the text field for instructions on how to locate the VUMC QR code.
4. Enter your VUMC email address and password.
5. Tap the Microsoft Authenticator banner.
6. When redirected to the Microsoft Authenticator App, tap **Approve**.
7. Return to the Workday App.
8. (Optional) Allow Workday to stay signed in.
9. (Optional) Allow Workday to use Face ID to sign in.
10. (Optional) Enter a PIN between four and eight digits.



If you choose to use a PIN or Face ID to access the app, you will have to re-authenticate (complete the full log-in process) every 30 days. If you enter an incorrect PIN 5 times, you will have to re-authenticate.

### QUESTIONS?

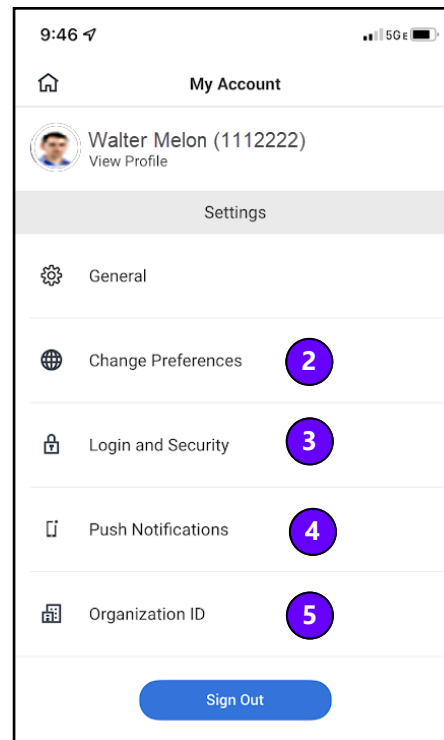
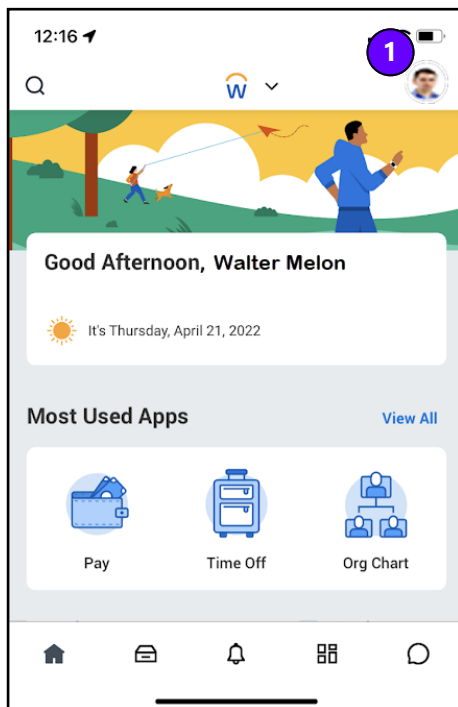
Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).



This guide demonstrates how to download and access the Workday Mobile Application on Apple and Android devices. It will also introduce common uses of the mobile app and provide a list of Workday functions that are NOT available in the mobile app.

### My Account

1. From the Workday Mobile Home Screen, tap your **Profile** photo.
2. Tap **Change Preferences** to change your time zone, language, currency, and workflow preferences.
3. Tap **Login and Security** to turn on or off Face ID, Set up or change your PIN, and change your password.
4. Tap **Push Notifications** to turn notifications on or off.
5. To share the organization ID QR code with another user, tap **Organization ID**.
6. Tap **Done** to save your selections. You may be prompted to sign out and sign back in to apply these changes.



### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).



## Feature Availability

Feature	iPhone	iPad	Android	Browser
Change Contact Information	X	X	X	X
Change Job	X	X	X	X
Change Legal/Preferred Name	X	X	X	X
Change Password	X	X	X	X
Change Personal Information	X	X	X	X
Change Photo	X	X	X	X
Compensation Changes	X	X	X	X
Count inventory	X	X	X	X
Dashboards	X	X	X	X
Expense Receipts	X	X	X	X
Expense Report	X	X	X	X
Feedback	X	X	X	X
Inbox	X	X	X	X
Job Requisitions	X	X	X	X
One-time Payments	X	X	X	X
Onboarding	X	X	X	X
Org Chart	X	X	X	X
Pay slips	X	X	X	X
People (Find Workers)	X	X	X	X
Performance Reviews	X	X	X	X
Personal Goals	X	X		X
Positions	X	X	X	X
Receive Inventory	X	X	X	X
Recruiting	X		X	X
Reports	X	X	X	X
Resignation	X	X	X	X
Review and Sign Documents	X	X	X	X
Scorecards	X	X	X	X
Stock Grants	X	X	X	X
Talent Card/Review/Profile	X	X	X	X
Termination	X	X	X	X
Time Off	X	X	X	X
Worker Profile	X	X	X	X

Your ability to complete a task in the Workday Mobile app is also dependent upon your role