



Workday Mobile

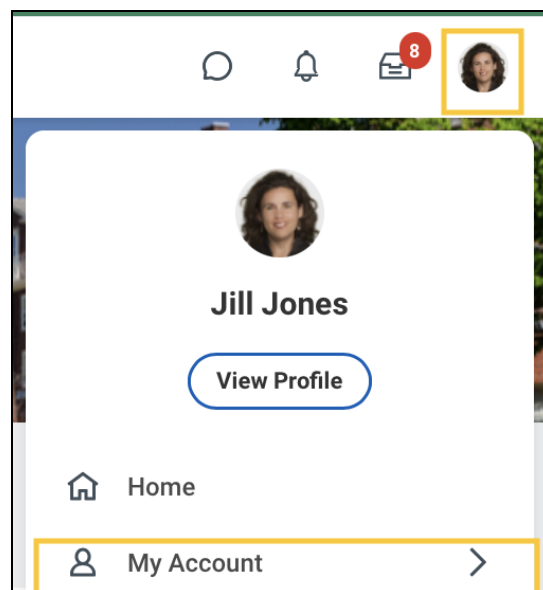
Overview

The Workday Mobile App allows for employees to access their information on the go. Below are the instructions on installing and opening the Workday app on both Apple and Android devices.

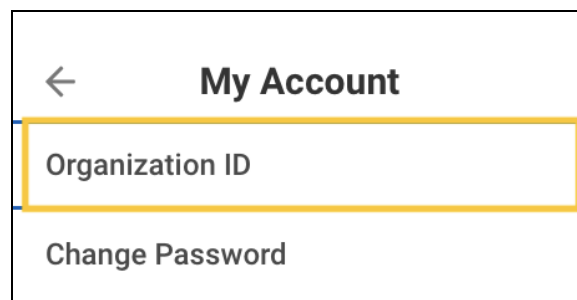
Installing Workday Mobile

Security Role(s): Employee as Self

1. Access Workday on your PC. Once signed in, select your **Profile Icon** and click **My Account** from the dropdown menu that appears.



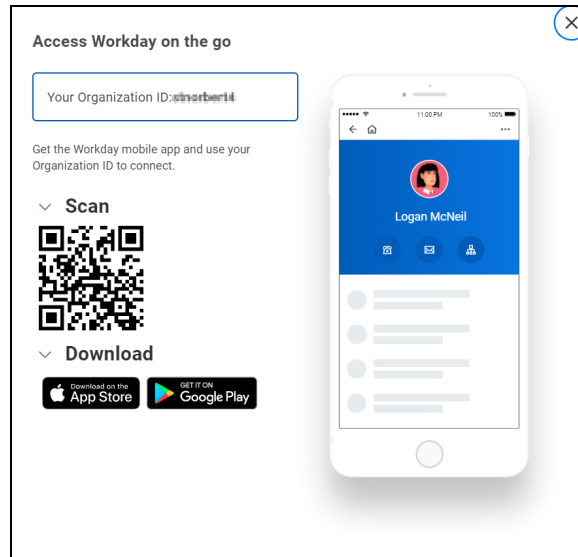
2. From the My Account menu that appears, select Organization ID.



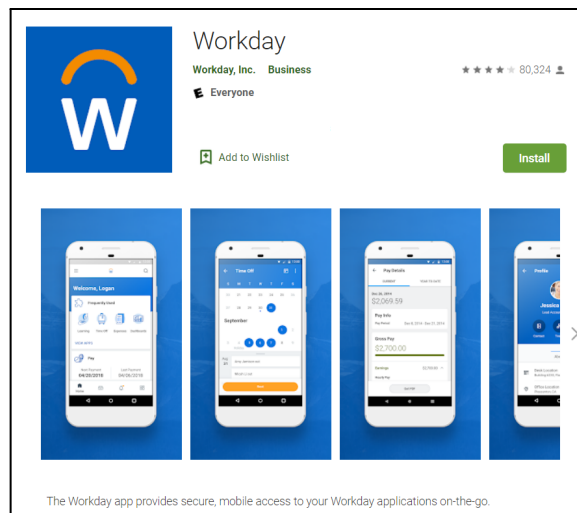
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3. This will bring up SNC's organization ID as well as QR code for you to scan with your phone camera in step 6 if desired.
 - a. Organization ID: stnorbert

Note: the QR code below is an example and should not be scanned when trying to install Workday Mobile.



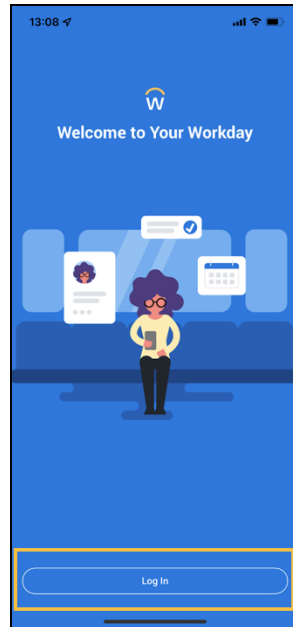
4. Download "Workday Mobile App" from your Apple or Android application store by clicking **Install**.



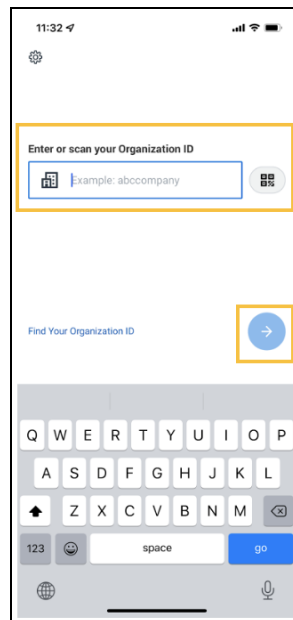
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5. Once downloaded, select the **Log In** button.

Note: Allow notifications if you want to be notified via push notifications. This is recommended if you intend to use your mobile device to stay updated on actions that require your attention in Workday.



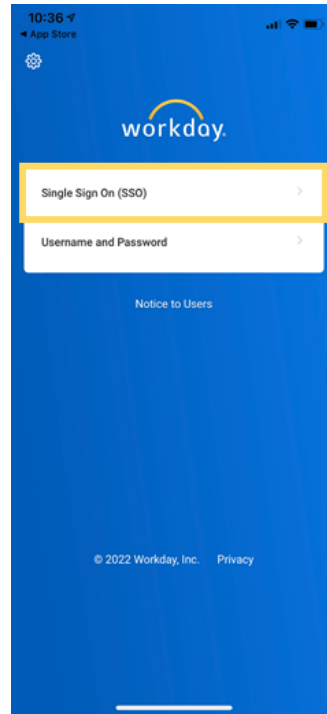
6. Enter the Organization ID by either scanning the QR Code or manually entering the ID (from the Access Work on the Go" screen) in Step 3. Press the Arrow (→) to Continue.



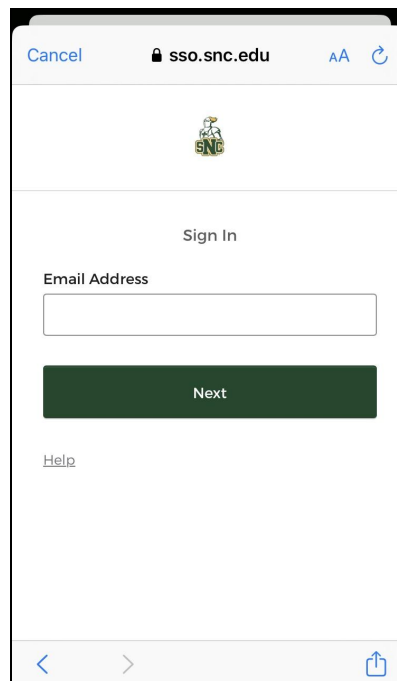
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7. Select **Single Sign On (SSO)**

NOTE: Bottom button is for new future hires using temporary credentials.



8. Enter your SNC username and password. Select **Sign In**.

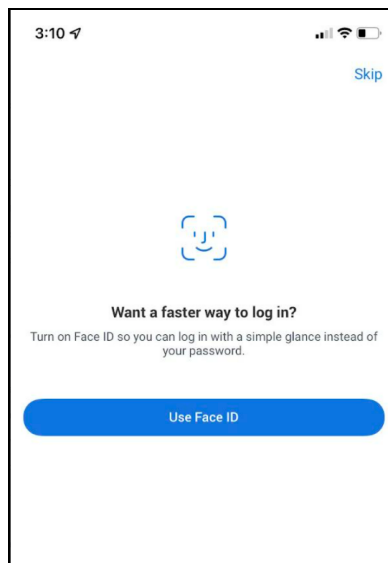


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9. Enter your security code from Okta.

Note: You should have [set up Okta](#) already at this point because you were required to do this when you accessed Workday for the first time from your personal computer.

10. You will then be given the option to set up Face ID or Touch ID (depending on your mobile device). Select "Use Face ID" to set up biometric authentication on your mobile device.



11. Congratulations - the process is complete and you will be brought to the Workday Landing Page.