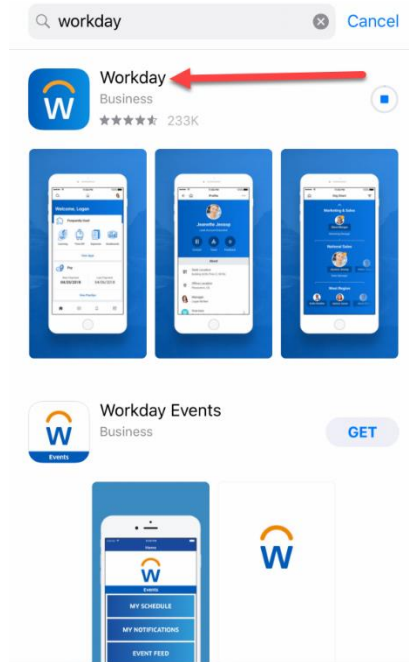


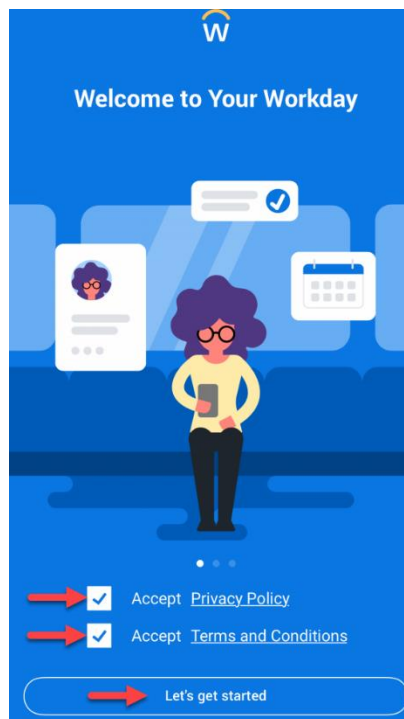
Workday Job Aid – Mobile Application Instruction

The Mobile Workday Application can be used to Navigate Workday, view notifications, make approvals, request time off, and complete many other of your day to day tasks within Workday.

1. Go to your mobile app store and search for Workday. Select the application seen below and download.

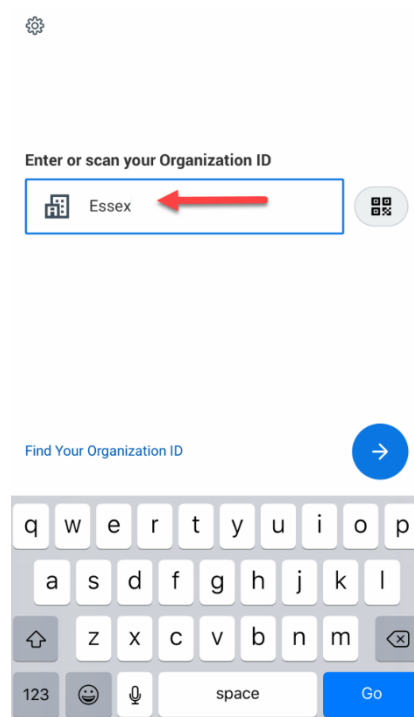


2. Once the application has completed downloading, click on it to begin the process of logging in. You will first see the 'Welcome to Your Workday' page. This is where you will read and accept Workday's Privacy Policy and Terms and Conditions. Check the boxes and click 'Let's get started' to move on.

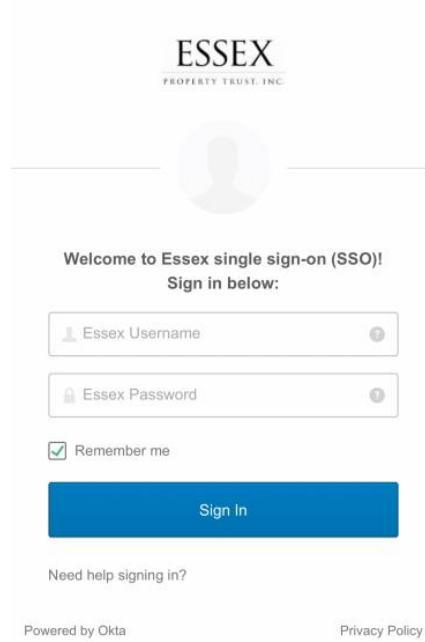
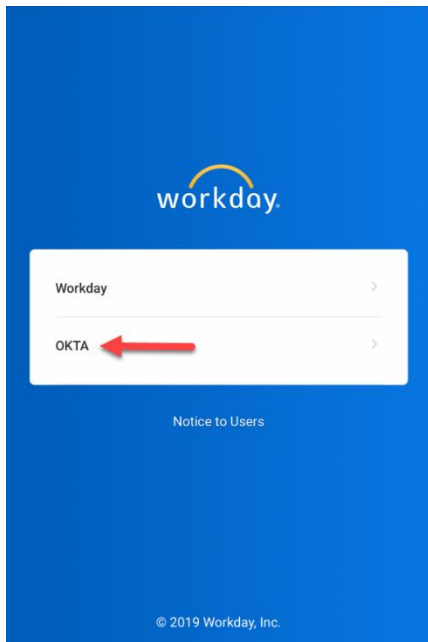


Workday Job Aid – Mobile Application Instruction

- Next, you will be prompted to enter your Organization ID; this will be **Essex**. Type this in and click the arrow to continue.



- You will be taken to a screen with two options for logging in. Select OKTA.
- Once selected, you will be prompted to enter you OKTA username and password. These are the same credentials as your network login. Enter them and click Sign In.



Workday Job Aid – Mobile Application Instruction

6. You will then be asked to set up your Touch ID or a PIN, complete this if you prefer. Otherwise, select Skip in the top right corner



Create a PIN for a fast alternative way to log in

Enter a 4 digit PIN

1	2	3
4	5	6
7	8	9
⌫	0	✓

7. You should now be logged in and ready to proceed.

