Workday Mobile App
Installation Guide

The Workday app is an optional app to download on Android or Apple devices. Workday is also accessible via compatible browsers on mobile devices.
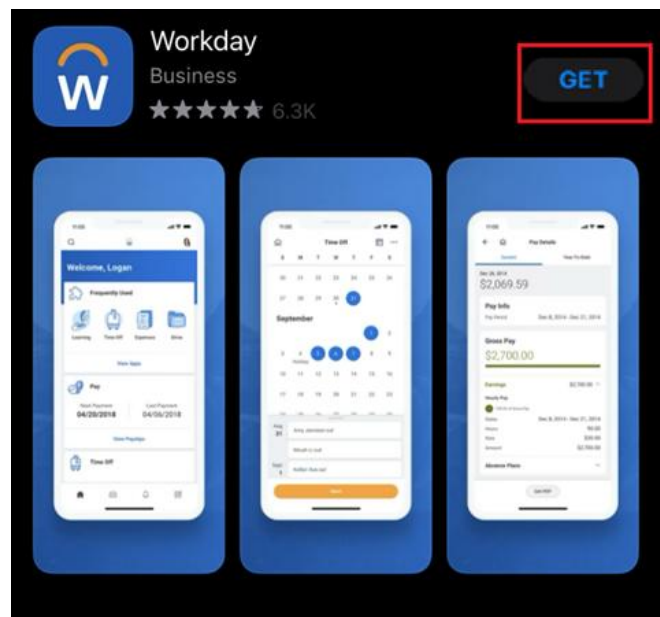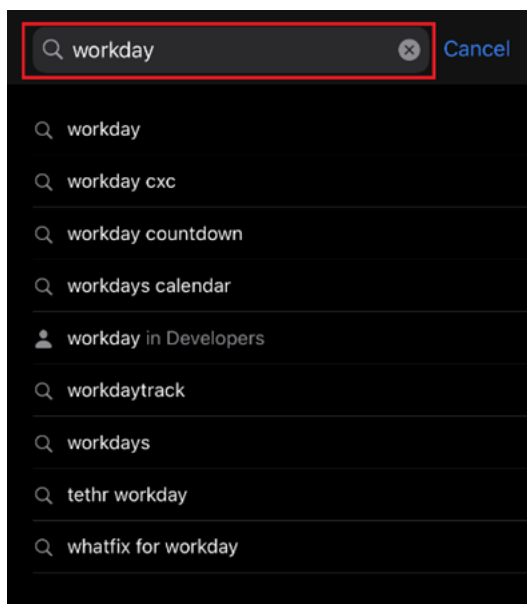
What You Can Do:

- View your time off balances and request time off
- View and update your personal information
- Enroll in learning courses and manage your enrollments
- Access your Workday Inbox
- Review and approve most business processes on-the-go
- Receive and view Workday notifications from your phone

Steps to setup Workday on mobile on IOS/Apple devise:

1. On your mobile device, navigate to the App Store.

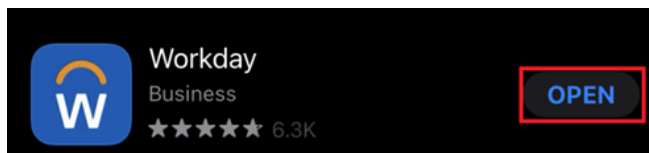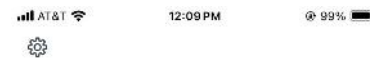2. Enter **Workday** in the Search field and select Workday from the results. Then click **Get**.
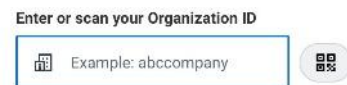
3. Click **Open** once the app is downloaded.

4. Click **Log In**.

5. Enter the Organization ID – **Xavier** – to identify the Xavier University tenant.

6. Follow the onscreen prompts and login with your Xavier credentials to complete the initial setup steps.

Enter or scan your Organization ID

Example: abccompany

Find Your Organization ID
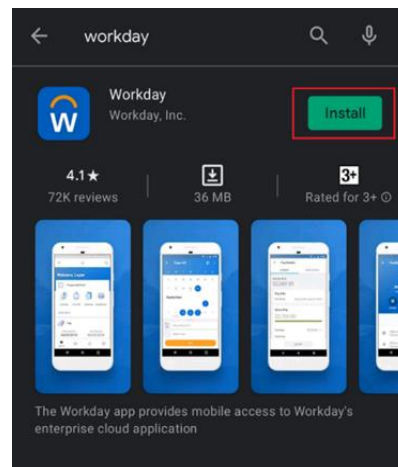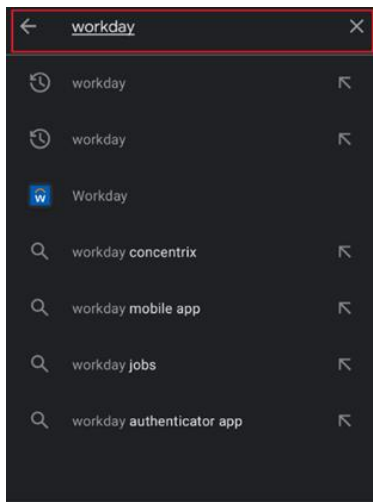
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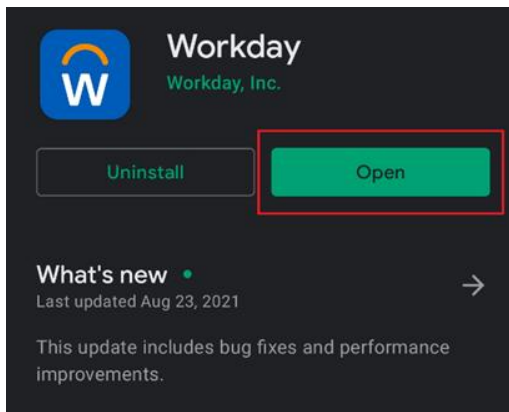**Steps to setup Workday on mobile on Android device:**

1. On your mobile device, navigate to the Google Play Store.

2. Enter **Workday** in the Search field and select Workday from the results. Then click **Install**.
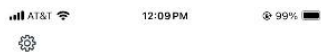

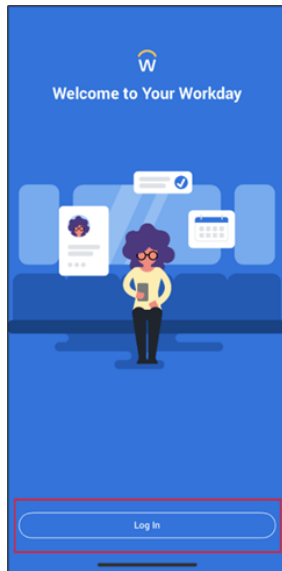3. Click **Open** once the app is downloaded.

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