

For your convenience, you can access and complete tasks from your cellphone or tablet. You can also access Workday via your phone's mobile browser if you prefer not to download an app.

1. Search for and install W Workday the Workday app from Install Workday, Inc. **Welcome to Your Workday** the at the iPhone or iPad app store, or the Google Play store. After installation is complete, click the Log In button 3. Enter willamette for the Enter or scan your Organization ID organization ID then click the willamette 믮 blue arrow. Find Your Organization ID 4. Log In to Workday using the WILLAMETTE WILLAMETTE usual two step process of UNIVERSITY UNIVERSITY entering your user name and AUTHENTICATION WITH DUO IS REQUIRED FOR password, then verifying LOGIN TO WORKDAY THE REQUESTED SERVICE. USERNAME through Duo. ≡ Settings PASSWORD ☐ THIS IS A PUBLIC COMPUTER LOGIN 5. You will be prompted to enter a PIN. Click Skip if you SKIP wish to proceed without creating a PIN. Create a PIN for a fast alternative way to log in **Create PIN** You will enter your Workday account to complete the Enter a PIN 6 to 8 digits long same activities you would conduct on your computer. 1 2 3 4 5 6 7 × 0