Getting Started: Getting Started for Mobile

INSTALLING THE WORKDAY MOBILE APP

If you have a previous version, uninstall and reinstall the Workday app on your device to ensure the latest version and full functionality.

1. From your device, navigate to the **App Store (for Apple iOS devices)** or **Google Play Store (for Android Devices).**

2. Tap **Search** and enter *Workday*.

3. Tap **Install**.

4. Tap **Open** to launch the Workday app.

5. Tap the **Let's get started** button

6. When prompted, enter **bhs** under Company ID

7. To log in, tap **Employees and Contractors**

8. Your username and password will be the same that you use to log in to your computer at work.

9. If you are enrolled in **DUO** or are required to use DUO, you will be prompted for **DUO authentication.** If you are not a DUO user, you will be successfully logged in to Workday.

10. Tap **OK** to enable push notifications if desired.

11. You may set up a PIN and Touch ID. See **Mobile Authentication** for more information.

DUO AUTHENTICATION

1. If you are enrolled in **DUO** you will be prompted to **Send Me a Push**, **Call Me**, or **Enter a Passcode**.

2. If you choose **Send Me a Push** and have the **DUO App** installed on your device, you will receive a banner notification at the top of your screen.

3. **Pull** or **Swipe Down** this notification from the top of your screen and then tap **Approve**.
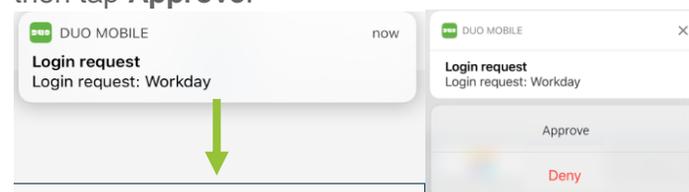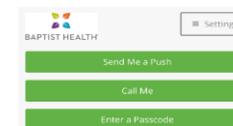
> **Tapping on the notification will leave the **Workday App** and the DUO authentication may fail to log you in to Workday. You must **pull** or **swipe down** the notification then tap **Approve** to log in to Workday.*

4. Choosing **Call Me** will call your registered device. You will be prompted to press a key to approve authentication.

5. Choosing **Enter a Passcode** will send a text message with a temporary, one time use code to your registered device and prompt you to enter the received code.

6. After successfully authenticating with DUO, you will be logged in to Workday.

> **Note**: For **DUO Multifactor Authentication Self Service**, visit https://mfa.bhsi.com/bhsduo/
> All Managers must be enrolled in DUO for Workday mobile access. If you are required to use DUO and are not enrolled, you will receive an error when logging in.

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MOBILE AUTHENTICATION

Note: Mobile users can sign in to Workday mobile apps with a Personal Identification Number (PIN) for faster access. Please note that the PIN, like your password will expire every 90 days and you will have to validate yourself through the initial credentials page to set a new PIN.

1. Sign in to Workday. A prompt appears, asking if you want to set up a PIN.

2. Enter a PIN number then tap the **checkmark**.
   You may use fingerprint authentication (see below)

3. Confirm the PIN and then tap the **checkmark**.

4. Tap **allow** to enable push notifications if desired.

FINGERPRINT AUTHENTICATION

When setting up the PIN, users with enabled devices may see a prompt asking to enable Fingerprint Authentication (or Touch ID).

1. Tap **Use Touch ID**. Touch ID will be enabled now and on future logins.

2. Place your finger on the **Home** button. Login is automatic.

**Note**: Supported devices may also use Face ID for authentication.

Note: If you are having trouble logging in from an iOS device, **Smart Punctuation** may need to be disabled.
This may be found under **Settings > General > Keyboard**.

ADDITIONAL IOS FEATURES
SPOTLIGHT SEARCH (IOS ONLY)

Search for commonly used tasks in the Workday app, and they will display in the Top Hits. You must be logged in to Workday for the feature to work.

1. Tap your home screen in your iOS device and swipe right to open Spotlight Search (depending on your iOS version you may need to swipe down).

2. Search a keyword like *Time*. Suggested Workday tasks will display.

3. Select a task and you are taken to the action in Workday.
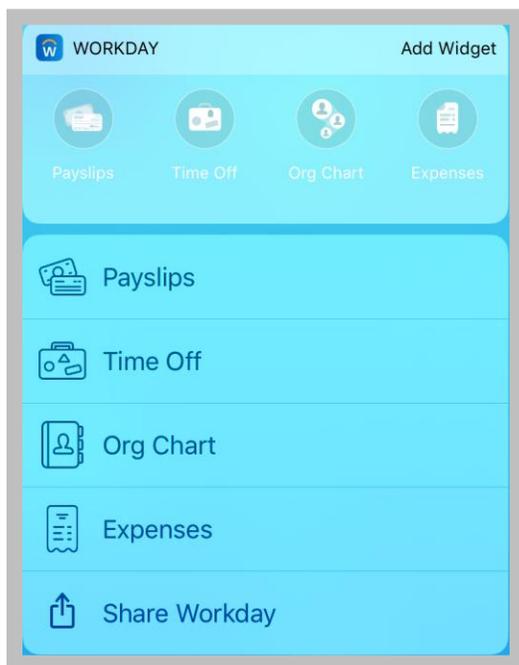

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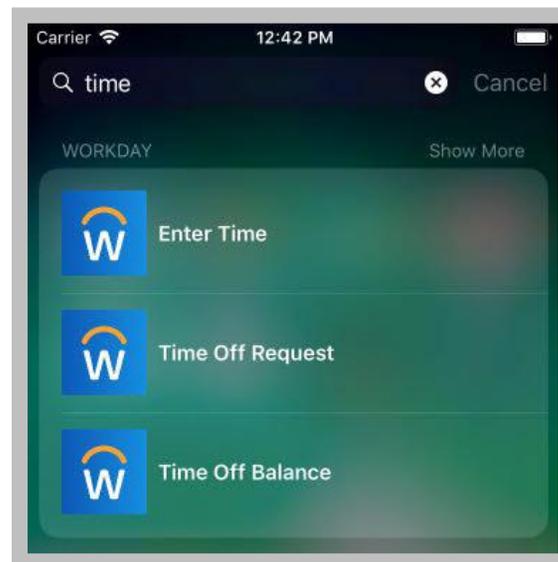
ADDITIONAL IOS FEATURES
3D TOUCH (IPHONE 6S AND 6S PLUS OR NEWER)

For users with iPhone 6s and 6s Plus devices, Workday displays Quick Actions from the Home screen that can be accessed with a single press.

1. Press the **Workday app** icon from the home page firmly to quickly access the first four icons.

2. Select the app you'd like to use.

If you reorder the icons on the home page, Quick Actions are updated to reflect the new top four.

3D Touch learns your preferences over time, based on usage, and will display the top four most commonly used tasks.

ADDITIONAL IOS FEATURES
TODAY VIEW (IOS ONLY)

IPHONE

The Today View is displayed in the Notification Center and contains helpful widgets to see how your day is shaping up. The Workday widget provides quick access to the first four icons from the Home page.

From the top of your Home page:

1. Swipe down to display the menu bar (depending on your iOS version you may need to swipe right).

2. Scroll down and click **Edit**.

3. Tap the **plus** icon next to the Workday app icon to add it to the Today View.

4. Tap **Done**.

If you reorder the icons on the Home page within the Workday app, the Today view is updated to reflect the new top four icons.

The Today View learns your preferences over time, based on usage, and will display the top four most commonly used tasks.