How to Get Workday Mobile on your Android Device

1. Navigate to the app store to download Workday for your smartphone.
   a. Google Play:
      https://play.google.com/store/apps/details?id=co.m.workday.workdroidapp&hl=en
   b. Click Install

2. Click Let’s get started
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3. **Read** and click **Agree** when ready to proceed.

4. The app will prompt you for what company you work for. Type in **msmu** and click the arrow to continue.
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5. You will be prompted with your Office 365 login page. Enter your email and select next.

6. Select Work or school account.
7. Enter your **Office 365 password** and select **Sign in**.

8. You will be prompted to select your preference based on if you would like to stay signed in. You can choose whichever option that you would rather have.
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9. You will be prompted to set up a PIN. It is advised that you set a pin as it will make logging in easier and make your account more secure. Enter a combination of 4-8 digits and then select the Check Mark.

10. You will be asked again to enter in the same combination of 4-8 digits on the previous screen to confirm PIN.

11. After clicking the Check Mark, you will be brought to your home screen. You have successfully downloaded and set up Workday Mobile App.