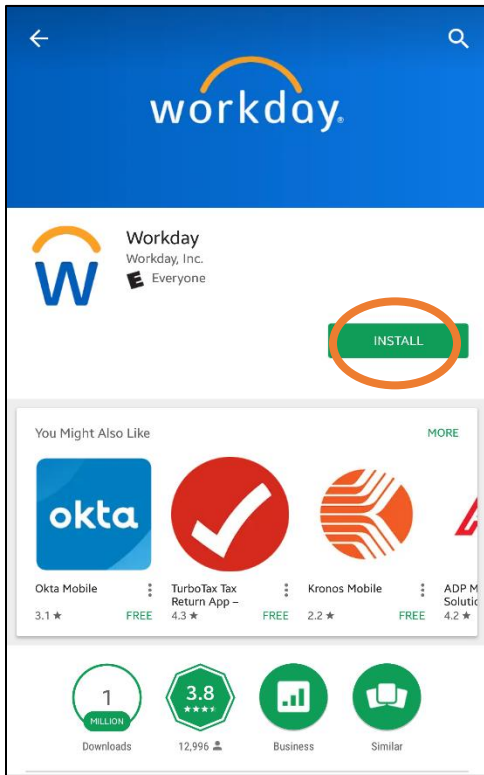




How to Get Workday Mobile on your Android Device

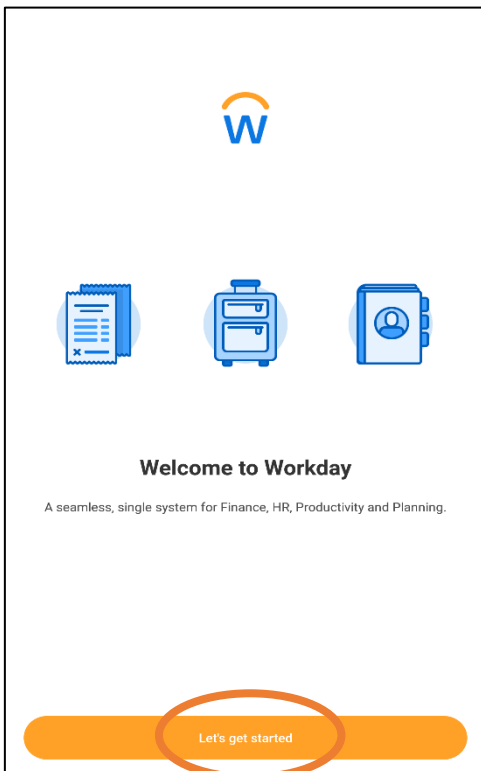


1. Navigate to the app store to download Workday for your smartphone.

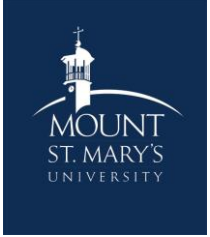
a. Google Play:

<https://play.google.com/store/apps/details?id=com.workday.workdroidapp&hl=en>

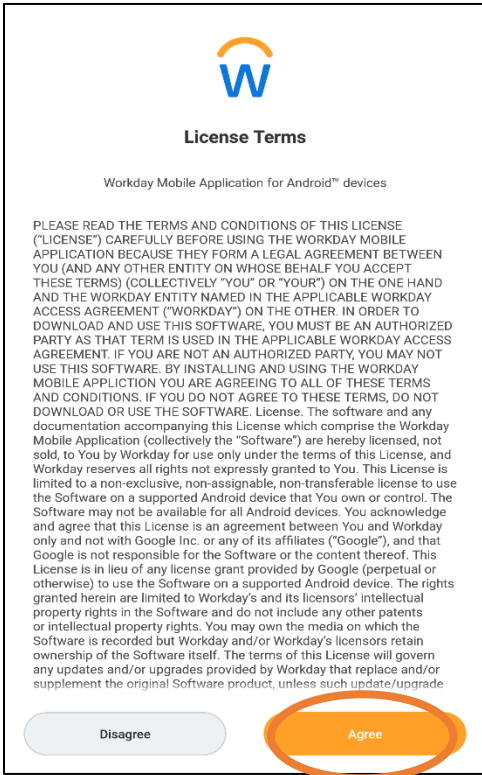
b. Click **Install**



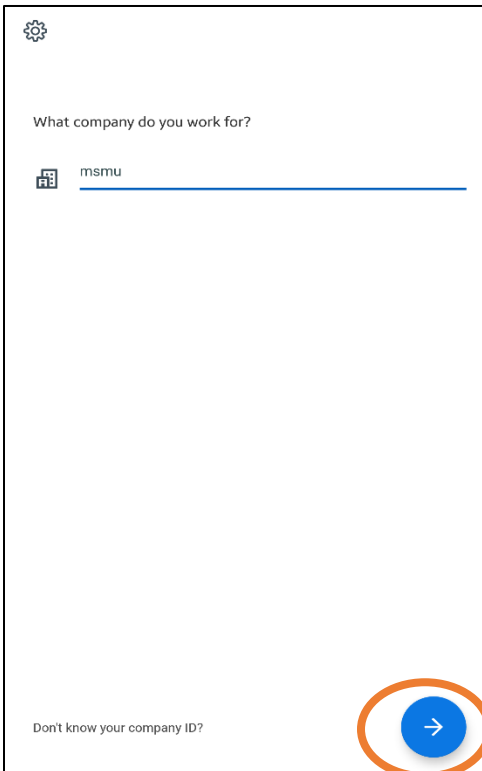
2. Click **Let's get started**



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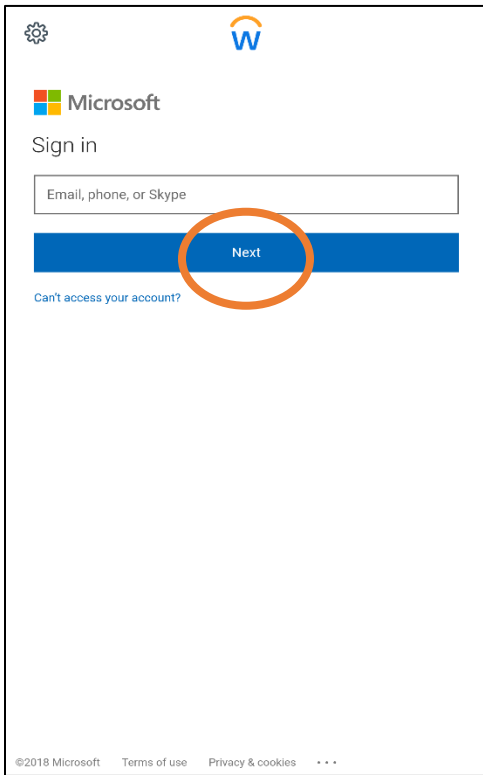
3. Read and click **Agree** when ready to proceed.



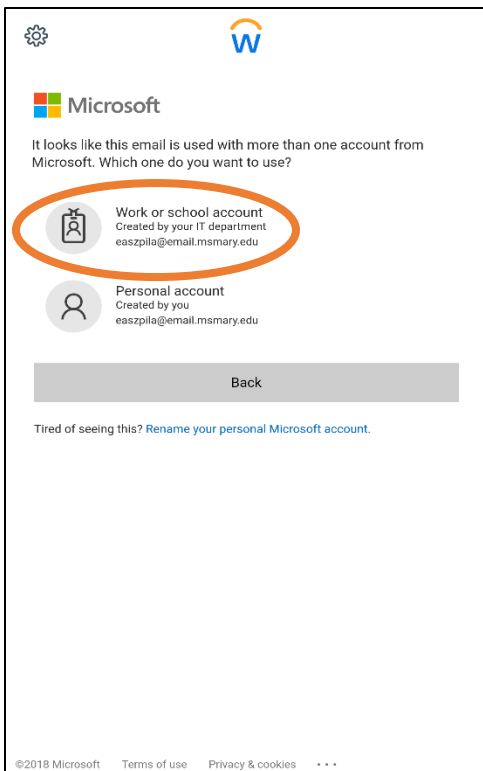
4. The app will prompt you for what company you work for. Type in **msmu** and click the arrow to continue.



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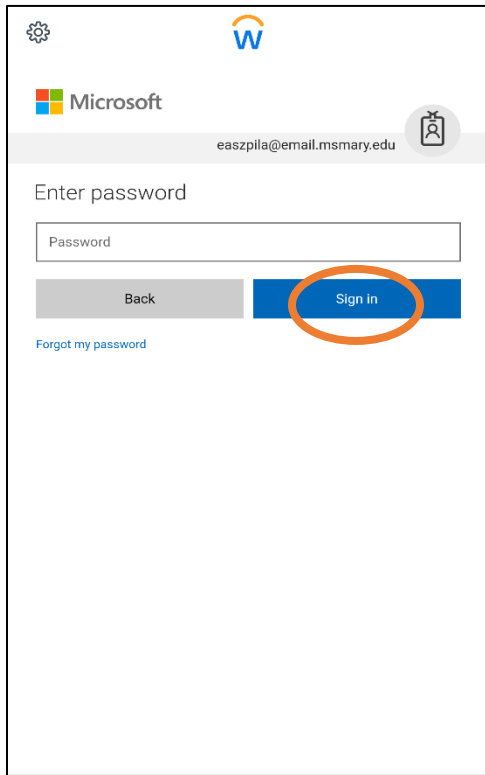
5. You will be prompted with your **Office 365 log-in** page. Enter your **email** and select **next**.



6. Select **Work or school account**.



How to Get Workday Mobile on your Android Device



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.



How to Get Workday Mobile on your Android Device

Would you like to set up a PIN?

Enter PIN

Please enter a PIN 4 to 8 digits long

Enable Fingerprint?

1	2	3
4	5	6
7	8	9
⌫	0	✓

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**.

Please confirm your PIN

Enter PIN

Please enter a PIN 4 to 8 digits long

Enable Fingerprint?

1	2	3
4	5	6
7	8	9
⌫	0	✓

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.