Workday@OK

DOWNLOADING WORKDAY MOBILE APP TO YOUR PERSONAL DEVICE
THIS GUIDE IS FOR: ALL EMPLOYEES

Download the Workday mobile app, where you can quickly conduct tasks or review your information, all on the go!

DOWNLOADING THE WORKDAY APP

1. Visit the app store on either iPhone or Android and search **Workday.**
2. Once the app has downloaded, select **Log In**.
3. Enter **Organization ID**.
For users of OMES O365:
   - Use your work email address and password for your login details.
   - Select **Sign In**.
For users who do not use OMES O365:
   - Use firstname.lastname@agency.ok.gov as your username.
   - Enter the initial password that has been provided to you by the OMES Service Desk. Select **Sign In**.
4. Depending on the device, it may prompt you to enable Touch ID or Face ID. Alternatively, you may also be prompted for a pin for quicker logins in the future.
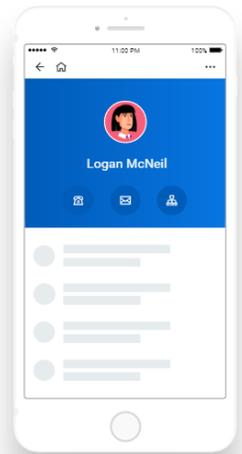
Access Workday on the go

Your Organization ID:**okgov**

Get the Workday mobile app and use your Organization ID to connect.

⌄ **Scan**

⌄ **Download**

[App Store] [Google Play]

Logan McNeil

Note: You will be prompted to set up Multi-Factor Authentication (MFA) through MobilePass+ for additional security measures. See here for further details and reference to MFA policy.

COMMONLY USED TASKS ON MOBILE:

The following are some commonly used tasks you might access on the mobile app:
- View **Worker Profiles** and **Org Charts**.
- View **Payslips**.
- Enter **Your Time Off**.
- View **Learning Content**.