


DOWNLOADING WORKDAY MOBILE APP TO YOUR STATE-ISSUED 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. For all state mobile devices enrolled in Intune, please navigate to the mobile **Company Portal**. 
2. Select **Apps** from the lower left corner.
3. Type **Workday** in the search bar and then search.
4. Select the Workday app and then select **Install**.
5. For personal devices or devices not enrolled in Intune, please visit the App Store or Google Play on either iPhone or Android and search **Workday**.
Note: You will need to create accounts for the App Store and or Google Play. If you have a state-managed device, please use the Company Portal to install.
6. Once the app downloads, select **Log In**.
7. Enter **Organization ID** or scan this QR Code.
8. For users of the state's O365 tenant:
 - a. Use your work email address and password for your login details. Select **Sign In**.
9. For users who do not use O365:
 - a. Use **firstname.lastname@workday.ok.gov** as your username.
 - b. Enter the initial password provided to you by the OMES Service Desk. Select **Sign In**.
10. Depending on the device, it may prompt you to enable TouchID or Face ID.
Alternatively, you may also be prompted for a pin for quicker logins in the future.

Access Workday on the go

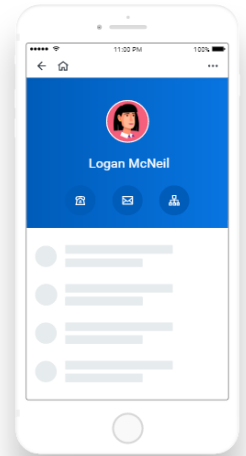
Your Organization ID:okgov

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

Scan



Download



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**.