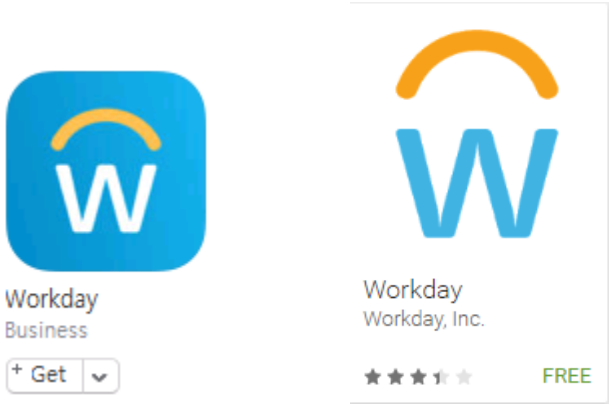
Getting Started: Mobile App for Workday

Employee

Getting started with the Mobile App for Workday. Here are a few simple steps to access Workday from your mobile device.

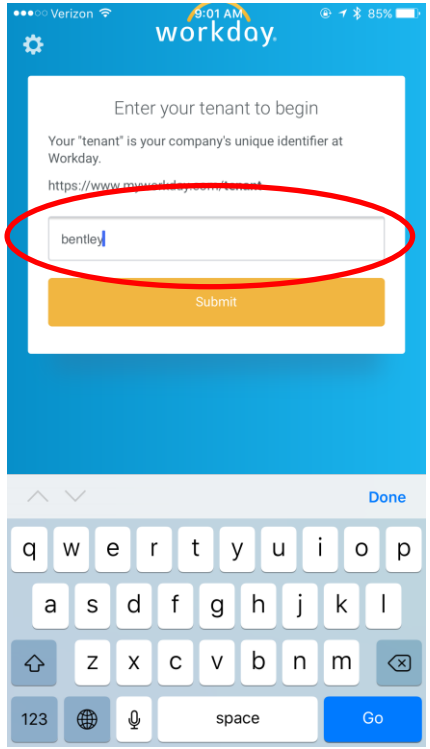
Getting Started in Workday

Download the app from your app store:



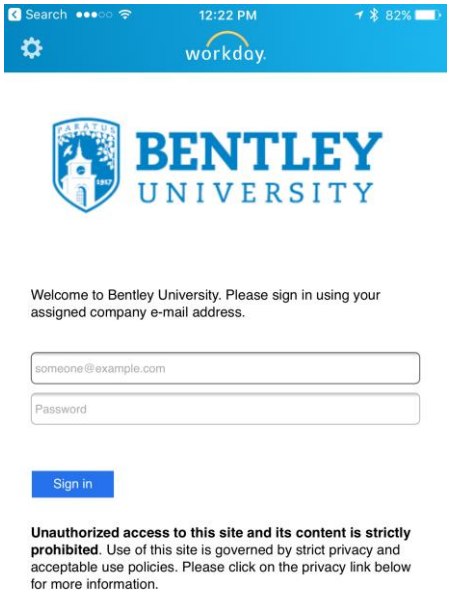
The Workday app is free. If you see another Workday app that suggests you pay a fee, this is not the correct app to download on your smart device. It should appear in iTunes or Google Play as the graphic above.

1. When you open the app, you will be asked to enter your **tenant** to begin. Enter **bentley** in the field

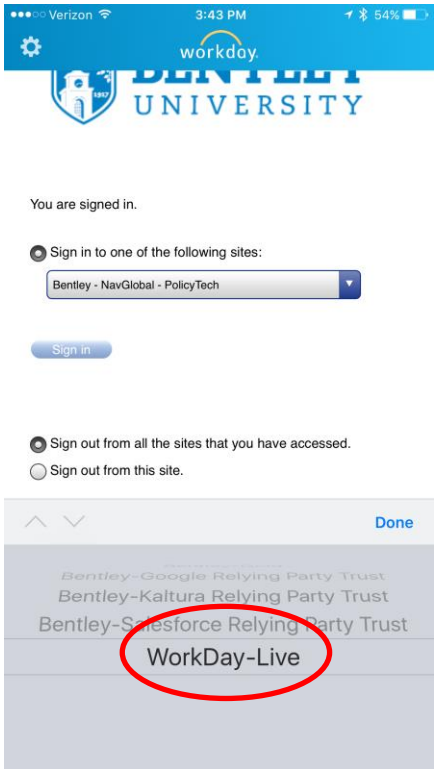


2. Click **Submit**

3. On the Welcome To Bentley University screen, sign in with your full Bentley email (username@Bentley.edu) and network password



4. The next screen displays: **You are signed in.** You must select Workday from a displayed list.



Sign in to one of the following sites: Hit the down arrow. The screen displays a rolling list.

5. Select: **Workday Live** (scroll to last selection: **Workday-Live** at the bottom of the screen) Click **Done**
6. Select **Sign-in**
7. Follow on-screen instructions for setting up preferences