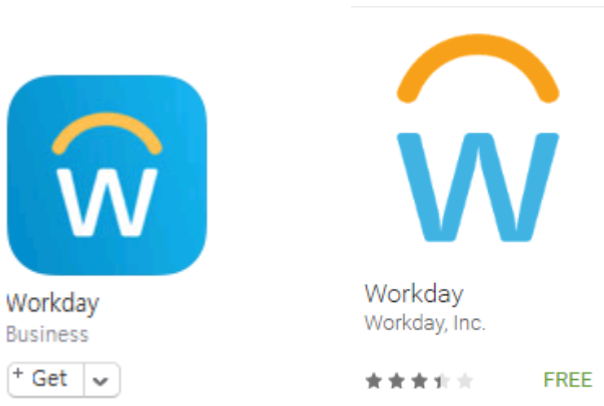


Getting started with the Mobile App for Workday. Here are a few simple steps to access Workday from your mobile device.

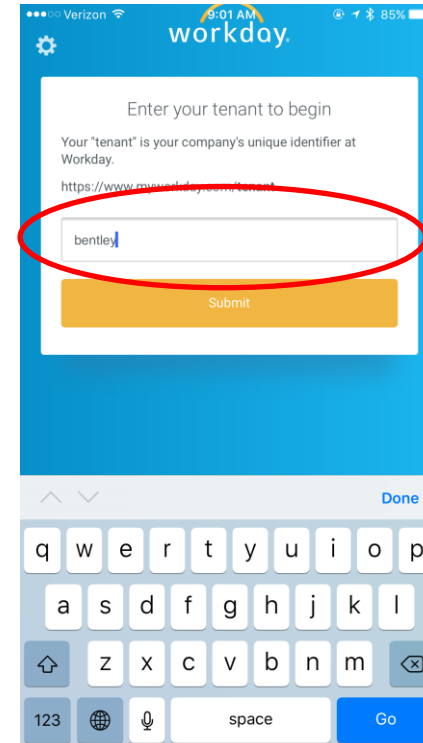
Getting Started in Workday

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



Welcome to Bentley University. Please sign in using your assigned company e-mail address.

Sign in

Unauthorized access to this site and its content is strictly prohibited. Use of this site is governed by strict privacy and acceptable use policies. Please click on the privacy link below for more information.

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



You are signed in.

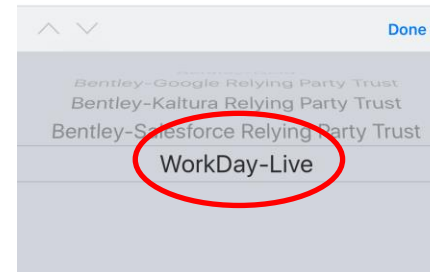
Sign in to one of the following sites:

Bentley - NavGlobal - PolicyTech

Sign in

Sign out from all the sites that you have accessed.

Sign out from this site.



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