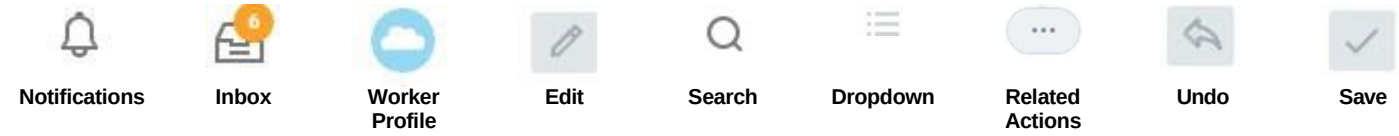
Workday Mobile App

Common Workday Icons



Intended Audience

All MaineGeneral Team Members

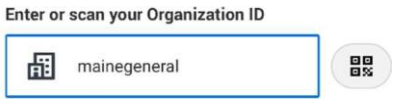
Background

The Workday mobile app provides quick access to employee and manager functions within Workday. For security reasons, it isn't possible to update your direct deposit information from the mobile app.

Instructions

1. Update your mobile number in Workday.
   a. On a computer, open Workday from the Storefront and go to Personal Information.
   b. Under Change, select Contact Information and then click Edit.
   c. In the phone section, add a mobile phone or edit an existing entry. If your cell phone number is already listed as a landline, change the phone type to mobile.
2. Download Workday from your device's app store.

3. Open the app and enter *mainegeneral* for the organization ID.



4. Select Current Team Member and enter your network/Storefront username and password.
5. Setup multifactor authentication to help protect your account.

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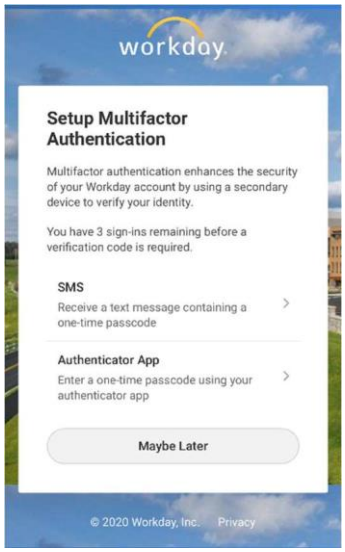
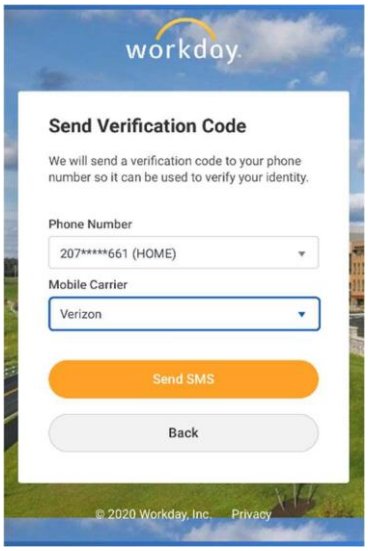
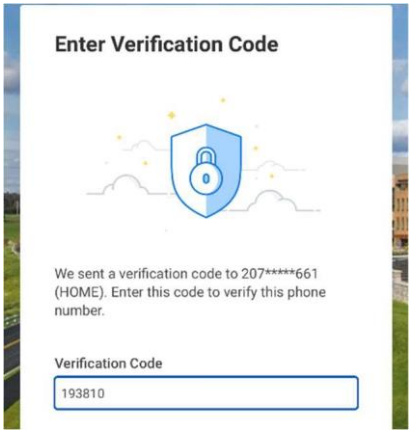
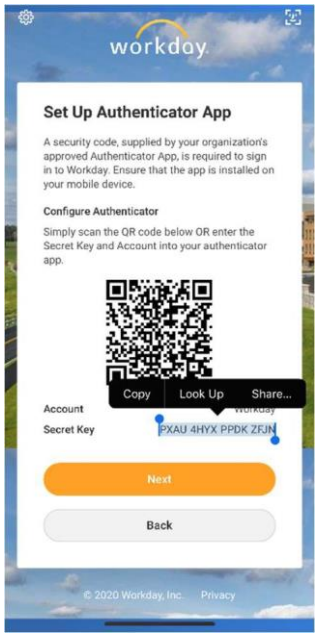
a. Select SMS, choose your mobile phone and carrier, and enter the verification code that's sent to you. Select Finish on the next screen (you don't need to setup an authenticator app).

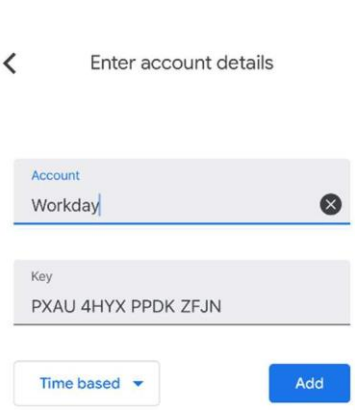


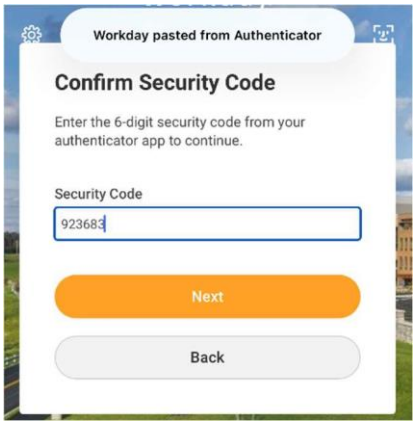




b. If you are unable to receive a text message from Workday, you can alternatively set up an authenticator app. Download the Google Authenticator app from your device's app store, launch the app, click the plus button to add an account, choose enter a setup key, enter *Workday* for the account name, copy the secret key from the Workday app, paste the key into Google Authenticator, click Add, tap on Workday in Google Authenticator to copy a temporary code, and paste the code in the Workday app to complete the setup.







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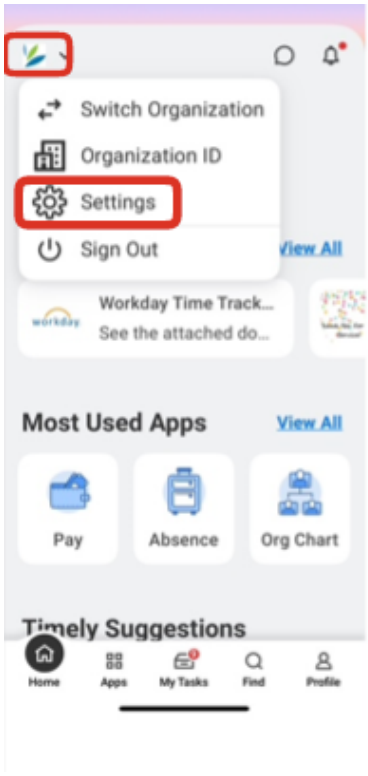
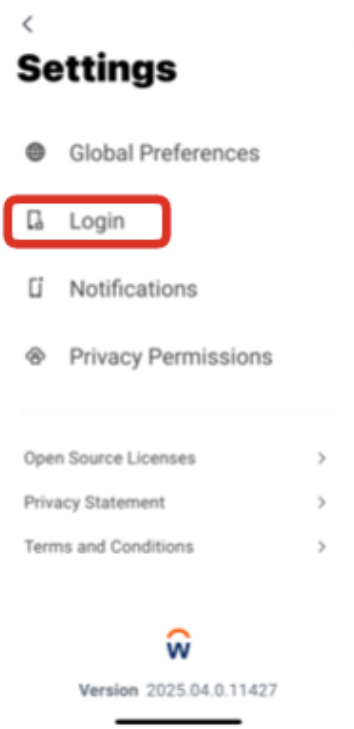
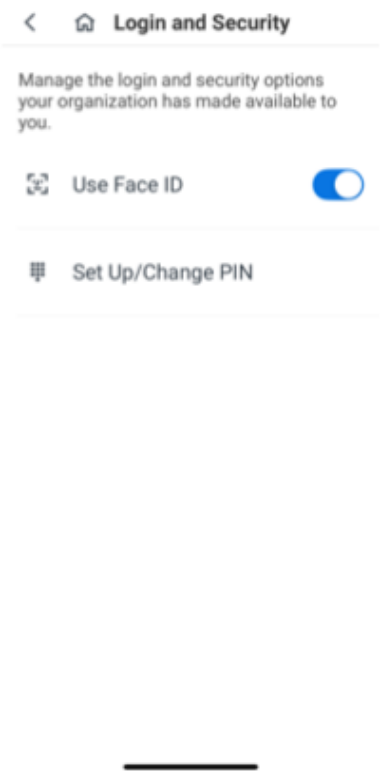
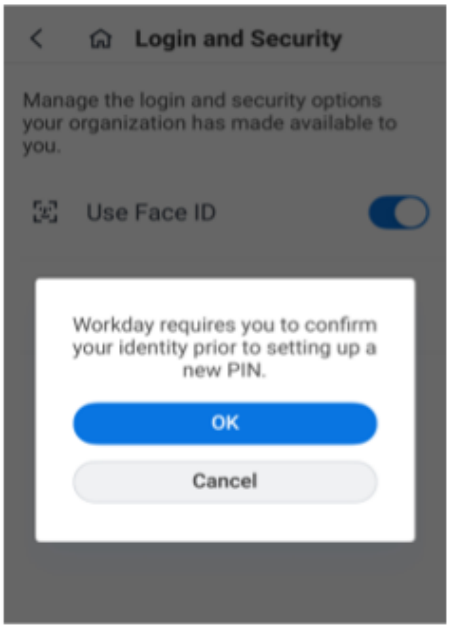
6. To Set up Quick Access to the Workday App, enable fingerprint/face recognition and set a 6-digit pin.
    a. Sign in to your Mobile App then click on the leaves in the upper left corner.
    b. Click on **Settings** then click on **Login**.
    c. Here you may activate **Face ID** by clicking on the toggle.
    d. Click on **Set Up/Change PIN** to create your quick access PIN.
    e. Every 180 days, you'll be prompted to log in with your username and password, and Workday will send a temporary code to the phone you set up to verify your identity.









More Information

Follow these steps if you get a new mobile phone number:

1. Update your mobile number in Workday.
    a. On a computer, open Workday from the Storefront and go to Personal Information.
    b. Under Change, select Contact Information and then click Edit.
    c. In the phone section, add a mobile phone or edit an existing entry.

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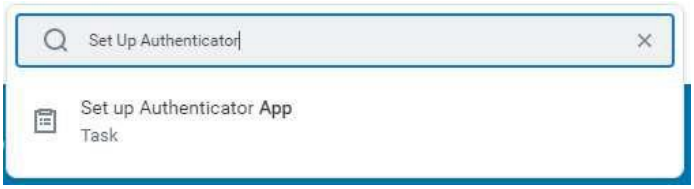
2. Search for the task Set Up One-Time Passcode task.

3. Select your new phone number and carrier and then enter the code that was sent you on the next screen.
4. If you use an authenticator app and need to reset it, you can do so with the Set Up Authenticator App task.