

# Downloading the Workday Mobile App to Your Device

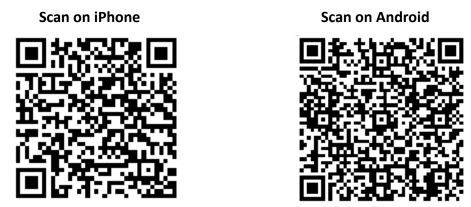
This guide is for all employees.

#### Overview

Download the Workday mobile app to quickly conduct tasks or review your information on the go. The app is included on all state-issued devices; if your state-issued device is missing the app, please submit a service desk ticket.

### Downloading the Workday mobile app

**Step 1.** Visit the app store on an iPhone or Android and search **Workday** or scan one of the QR codes below:



**Step 2.** Once you have downloaded the app, select **Log in**, then enter Organization ID **okgov**.

#### Users of OMES 0365:

To log in, use your work email address and password and select Sign In.

#### If you do not use OMES 0365:

- Use firstname.lastname@agency.ok.gov as your username.
- Enter the initial password provided to you by the OMES Service Desk and select **Sign In**. Set your new password if prompted.
  - If you have issues logging in with the initial password, contact the <u>OMES Service Desk</u>.
- Step 3. You will be prompted to set up multifactor authentication (MFA) through MobilePass+ for additional security measures. Visit the <u>Multifactor authentication solution page</u> for details. **Note:** Depending on your device settings, you may be prompted to enable Touch ID or Face ID. Alternatively, you may also be prompted to create a PIN for quicker logins.

## Commonly used tasks on the Workday mobile app

The following are some commonly used tasks you might access on the mobile app. Tap **Apps** to view shortcuts to tasks like:

- Time Tracking
- Benefits and Pay
- Payslips
- Absences and Time Off
- Learning Content

