INSTALLING WORKDAY MOBILE
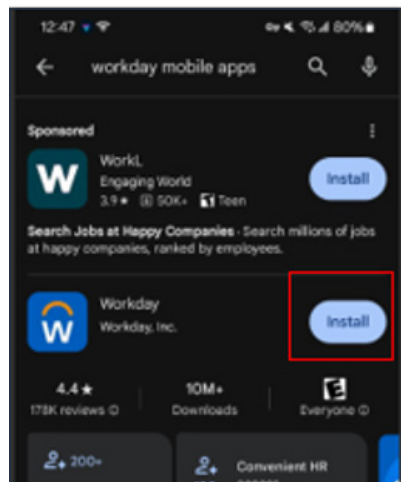*Installation Basics*

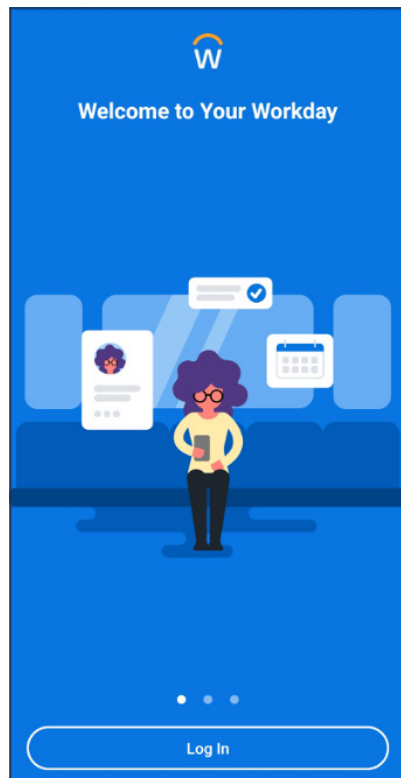**COLORADO SCHOOL OF MINES**

ANDROID

1. From your device, navigate to the **Google Play Store.**

2. Type **Workday** in the search field and select **Workday Mobile App** from the results.

3. Tap **Install**, then **Open** to launch the Workday Mobile app.

4. Tap the **Let's Get Started** button.

5. Complete **initial setup steps**, including agreeing to license and company settings.

6. Enter in the **Organization ID.**

Enter or scan your Organization ID

Mines

7. You may have to **authenticate your mobile device** via DUO for access my.mines.edu.

Find Your Organization ID
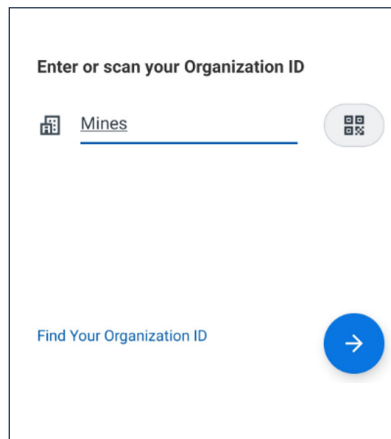
IPAD AND IPHONE

1. From your device, navigate to the **App Store.**

2. Type **Workday** in the search field and select **Workday Mobile App** from the results.

3. Tap **Get** and install the application.

4. **Open** the app after it has been installed and tap **Log In.**

5. Enter Mines as your **organization ID** and tap the blue arrow..

6. Enter your **username and password** and tap **Next.**

7. Workday gives you the choice to create a PIN, use TouchID, or FaceID as your device allows.

8. Use your Mines **single sign-on credentials** and confirm with **OKTA DUO.**