



Mobile App Instructions

Many functions within Workday are available on the mobile application

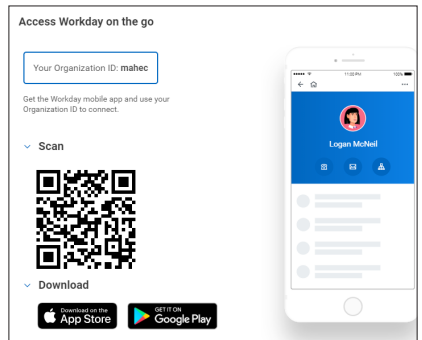
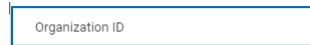
INSTALLING THE APP

- Download the Workday App from the Apple App Store or Google Play by searching for Workday
- Launch the App and review and accept any applicable policies, terms and conditions



METHOD #1 – SCAN QR CODE (RECOMMENDED)

- Log into Workday from a computer (not mobile)
- Click the cloud icon in the top right
- Click the **My Account** button, then click the **Organization ID** button
- A screen will pop up with a QR code.
- Open the Workday app on your device
- In the **Enter or scan your Organizational ID** click to allow camera access if required
- Scan the QR code with your device and you will be configured to use the App with MAHEC's Workday system



METHOD #2 – CONFIGURE SETTINGS MANUALLY

- Open the Workday app on your device
- Click the gear icon (on iPhone, may look a little different on Android Device)
- Enter mahec in the Tenant field
- Enter <https://wd5.myworkday.com> in the Web Address field
- Click **Save** to complete the process

Please note:

You must be on the MAHEC campus and connected to the MAHEC network to check in and check out on the mobile app.