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How to Access Workday Mobile

KB0018905



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Article: KB0018905 v1.0 - Latest Version

Overview

One of the key benefits of implementing Workday Self-Service is the ability to manage the full spectrum of HR and other services from your mobile device.

- Workday access is available on your mobile browser or through the native Workday app.

Instructions

1. Make sure you have a token.

What is a token? It is a second form of authentication, which provides a random code, which must be used for remote access to the app. You will enter that code when you sign in. You may use any of these remote access solutions:

Most people will already have a soft token (RSA or ISAFE) on their phone. If you do not already have access to any of these remote access solutions, you can submit a request for a new token: **[RSA Token - Request New Token \(https://allina.service-now.com/nr?id=kb_article&sysparm_article=KB0016186\)](https://allina.service-now.com/nr?id=kb_article&sysparm_article=KB0016186)**

RSA Hard Token



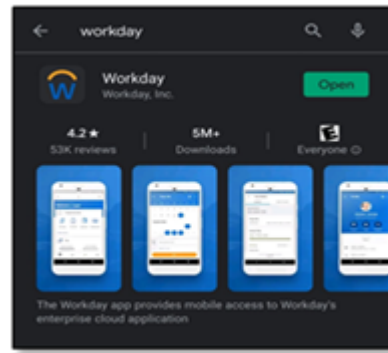
RSA Authenticate mobile app [Soft Token]



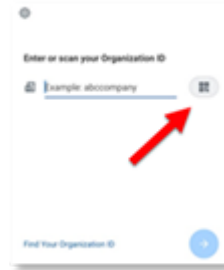
ISAFE Text message code



2. Install the Workday app from the Google Play or iOS App store .
3. Open the Workday app after installation is complete.



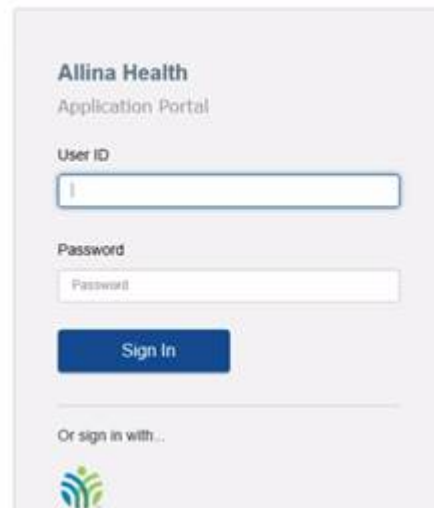
4. Select the icon to the right of the text box requesting that you enter an Organization ID:



5. Scan this QR code with your mobile device:



6. Workday will automatically configure mobile app settings. Once complete you will be asked for your login credentials. Enter your Username and Password and you will be logged into Workday.



7. Enter your token code from your authenticator - your login screen may look different based upon the type of token code you have.

NOTE: If you are using the iSAFE text code, you must type 2468 in the space provided and click Submit to receive your token by text.

iSAFE Text message code

- Enter 2468 in the space provided and click **Submit**.
- Once you receive your code via text, enter the code in the space provided and click **Submit** again.



8. You will now be taken directly into Workday

NOTE: Mobile App access is restricted to devices accessing from Allina Network IP addresses. If your mobile device is not on the Allina network, your login attempts will be rejected.



Additional Resources

N/A

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Last Revised by: no revisions made

Checked Out by: no one

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