

### Overview

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This guide covers how to download and set up the Workday Mobile app. Before downloading the app, users must set up the two-factor authentication software on their phone. This enables worker to use single signon. After the first log in, there is an option to use Biometric authentication or PIN. If you accept either method, the next log in can be biometrics or a pin.

This guide includes the following information and step-by-step instructions:

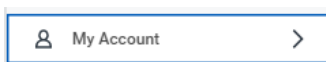
- Getting Started with Workday Mobile

### Step-by-Step Instructions

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1. Click your **Profile** picture in the top right.

2. Click **My Account**



3. Select **Organization ID** to get to the QR code.

Organization ID

**Note:** The **Access Workday on the go** pop-up window displays. The **Your Organization** field will be prepopulated with the valid instance of Workday.

4. Scan the **QR code** with a phone.

5. Click the link under **Web address**.

6. Follow the direction on the phone

7. Click **Connect**

8. Click **SSO Login**

**Note:** The **Cook Children's** page displays.

9. Click **Sign In**

**Note:** You will need to confirm your identity through the two-factor

authentication that will be sent to your phone.

10. Check your phone and enter the code that was provided.

**Note:** The Workday **Let's Get Started** page displays.

### Related Materials

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- Workday Navigation video

### Need Help?

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For additional questions or help, please contact [servicedesk@cookchildrens.org](mailto:servicedesk@cookchildrens.org)