# Access the Workday Mobile App for Android devices

## Overview

This job aid outlines the process for an Employee to install Workday’s mobile app on an Android mobile device and provides a brief navigation overview

**Prerequisites:** Employee has a mobile device that uses Android (e.g. Samsung phone or tablet)

**Important Information:** N/A

### Steps

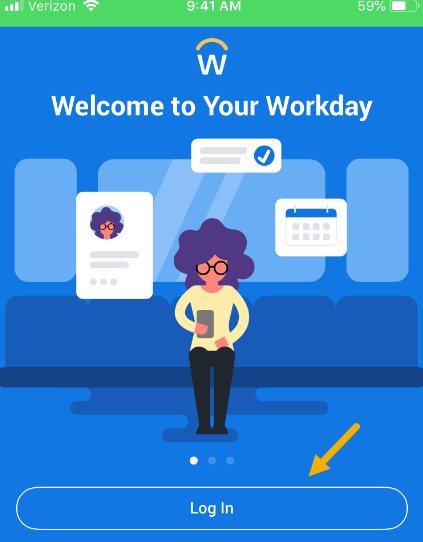
#### Installing the Workday Mobile App

From your mobile device:

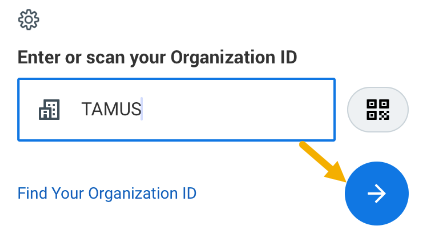
1. Navigate to the **Play Store** icon
2. Search for the **Workday App** and install



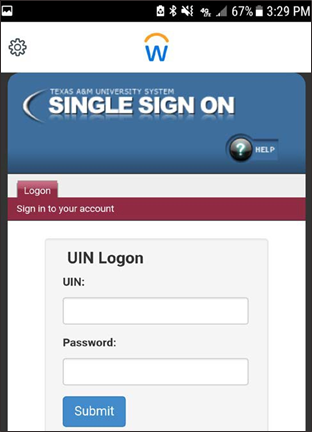
1. Tap **Open** once installation is complete
2. Tap **Log in** at the bottom



1. Enter **TAMUS** when prompted to enter or scan your Organizational ID
2. Tap the right arrow to continue



1. Enter your **UIN** and **Password**

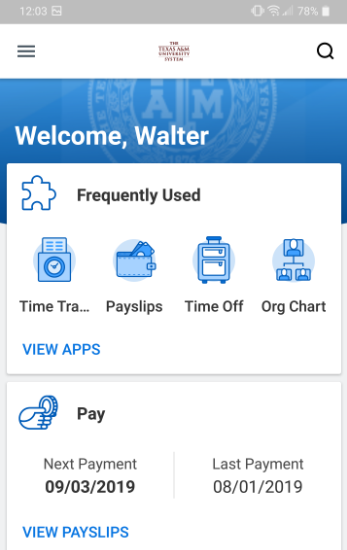


1. Tap **Submit**

**Note**: You will be asked to do a multi-factor authentication with Duo. When this occurs, complete the Duo process as usual

#### Navigating in Mobile

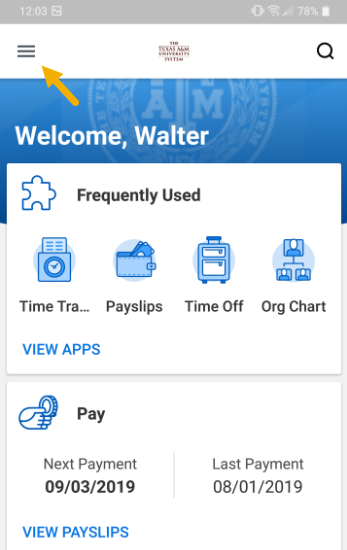
This is a sample of your Workday **Home** page



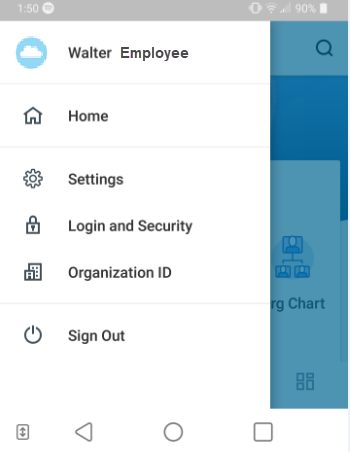
**Note**: Worklets are available depending on your security roles

From the Workday Home page:

1. Tap the **Menu** icon to open the menu



This is a sample of your Menu options:



Notes:

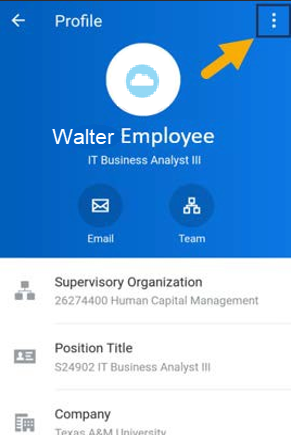
* Employee Profile. From this link you can access your worker profile and related actions
* Home. Selecting this link takes you back to the Workday Home page
* Settings. This is used to view global settings
* Login and Security. You can manage your login and security options if your organization has made it available to you
* Organizational ID. Information on your organizational ID is provided here

### *Accessing Your Profile and Actions*

1. Tap the **Menu** icon to open the menu and tap on your name. Your **Worker Profile** displays

Worker Profile 

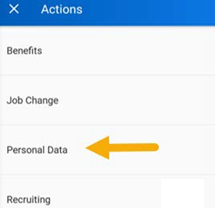
1. Tap the **Related Actions** icon to display the related actions menu



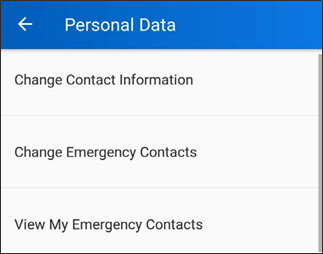
1. Select the **Category** of the action you wish to take

**Note:** Not all information can be edited from the mobile app. If you cannot edit information, open Workday on your desktop to complete the action

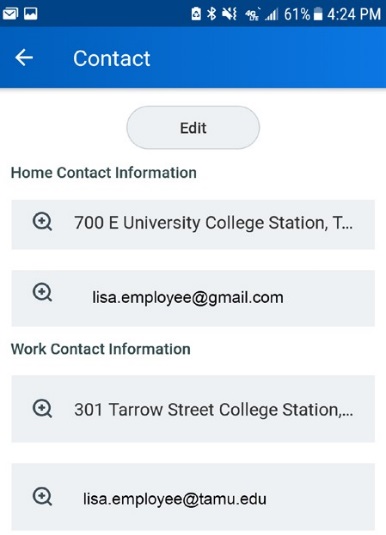
1. Tap **Personal Data**



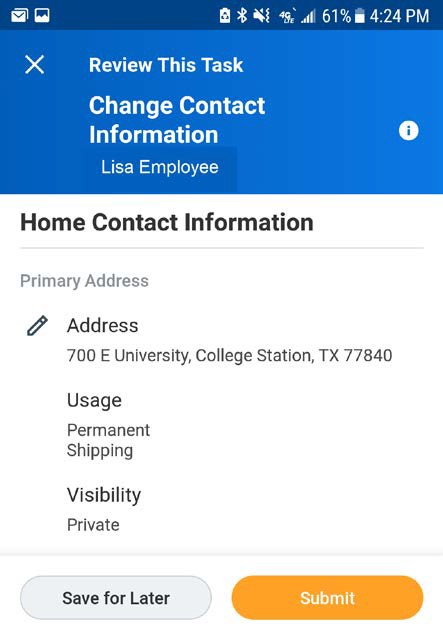
1. Tap **Change Contact Information**

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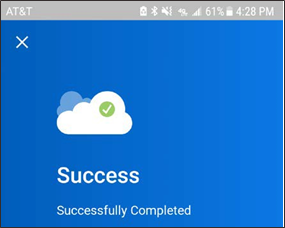
1. Tap **Edit** to change the information if necessary and tap the check mark to save**.**



1. Review the information and tap **Submit**



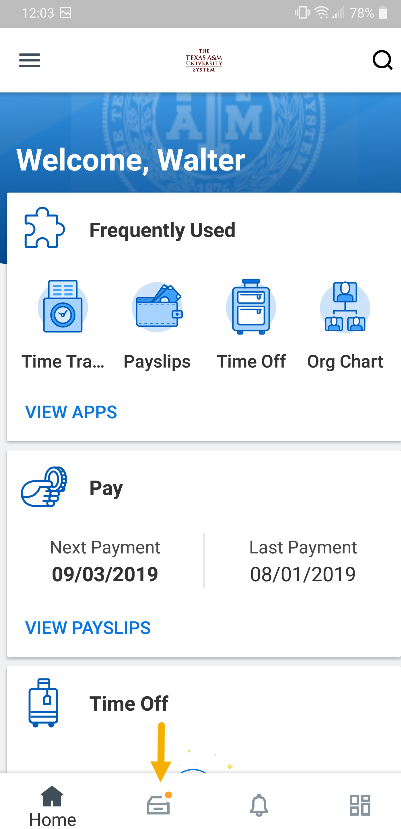
A confirmation message will be displayed



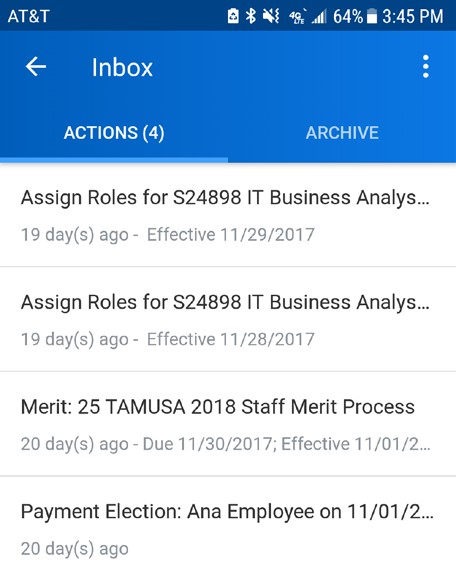
### *Your Inbox Worklet on Mobile*

From the Workday Home page:

1. Tap the **Inbox** icon at the bottom of the home page



1. Tap the **Actions** or **Archive** tab to access the corresponding information



1. Select an item to view more details

**Note**: You can see all Inbox items on mobile, but you cannot take action on every item. For items not configured for mobile, you would go to the web browser version of Workday on your mobile device to complete those action items or open Workday on your desktop

This completes the overview of **Accessing the Workday Mobile App on an Android** device