# Access the Workday Mobile App for iOS devices

## Overview

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

**Prerequisites:** Employee has a mobile device that uses an iOS such as an iPhone or iPad

**Important Information:** N/A

### Steps

#### Installing the Workday Mobile App

From your mobile device:

1. Navigate to the **App Store** icon
2. Search for the **Workday App** and tap **Get**
3. Once you have authorized the free purchase, tap **Open**



1. 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 role

From the Workday Home page:

1. Tap the **My Account** icon to access the **My Account** page



This is a sample of your My Account menu options:



**Notes**:

* **View Profile.** From thislink you can access your worker profile and related actions
* **General.** 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. From the **My Account** page tap **View 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**



1. Tap the **Pencil** icon to edit the information if necessary and tap **Done**



1. 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 iOS** device