

**Description:** This quick guide provides instructions to install and configure Workday on your mobile devices.

**Applies to:** Students

The **Workday Mobile App** allows you to access Workday and perform some tasks, including:

- View & Update Personal and Contact information.
- Confirm Waitlist advancement.


Before you begin, your device must be Android 8.1 or higher, iOS 15.0 or higher and have the **DUO** Mobile App installed. For instructions installing DUO, see the Service Now article [Using 2-Factor Authentication \(DUO\)](#)

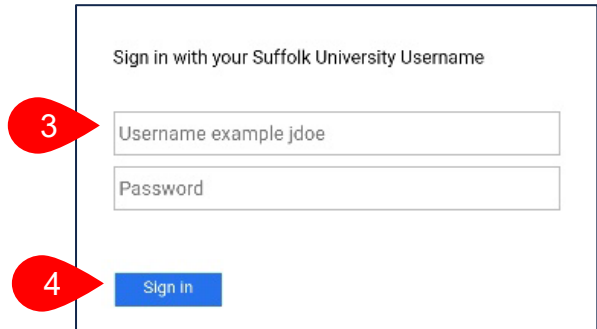
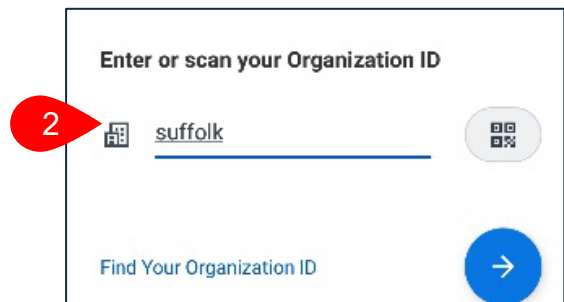
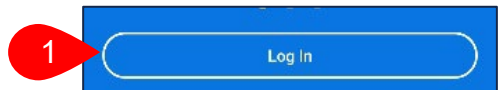
Search for the **Workday Mobile** app from your mobile provider's app store. Click **Install** to download the app to your mobile device. Then click **Open** to launch the application.



## INSTALL SETTINGS

1. Click **Log In** from the Welcome to Your Workday screen.
2. Enter "suffolk" for the **Organization ID**.
3. Enter your Suffolk **Username** and **Password**.
4. Click **Sign In**.

 **Note:** If you have not done so already, you must install DUO on your device. Refer to [Using 2-Factor Authentication\(DUO\)](#) for detailed instructions.

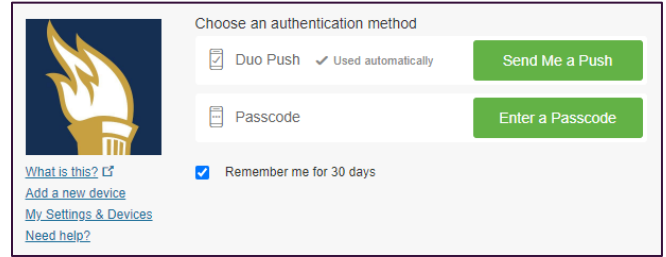


## DUO AUTHENTICATION

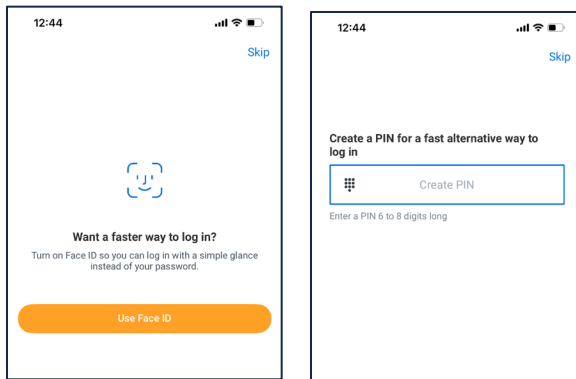
1. Authenticate using the authentication method you chose for DUO. **Send Me a Push** is the preferred method.



**Quick Tip:** Select the "Remember me for 30 days" box to streamline the login process.

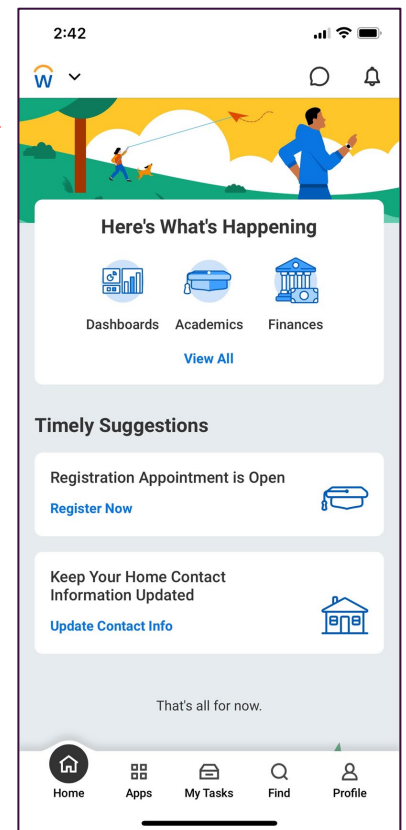


2. Setup your log in security: face recognition and a six (6) to eight (8) digit pin.



**Quick Tip:** Skipping this step will require login with Suffolk credentials and DUO mobile authentication every time you open the Workday Mobile app.

3. The Workday mobile home screen opens.



**Note:** If you are re-installing the app, you may encounter the General Settings screen. Enter the **Tenant** and **Web Address** if necessary.

