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.
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.]

   ![Cancel General Settings Save]

<table>
<thead>
<tr>
<th>Tenant</th>
<th>suffolk</th>
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   Your “tenant” is your company’s unique identifier at Workday. If you also access Workday through a Web browser, it is the word immediately after `https://www.myworkday.com/` in the address bar, up to but not including the slash.

   | Web Address | https://www.myworkday.com |