

Access & Navigation: Mobile

This guide shows you how to download the Workday mobile app, log in, and navigate the key sections. Whether you need to check your pay, request time off, complete a learning course, or update your details, this job aid takes you through it step by step.

Who is this for: All Employees

Time to complete: 5 to 10 minutes

Before You Start

- You have a smartphone (iPhone or Android)
- You have access to the App Store or Google Play Store
- You have your Workday username and password
- You have a stable internet or data connection

What You Can Do on Mobile

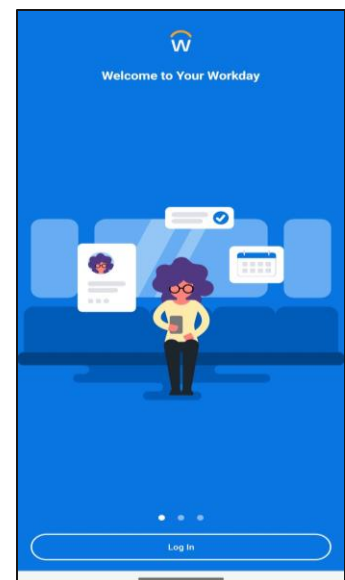
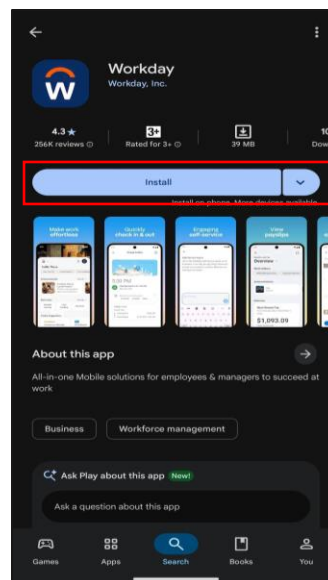
- View your profile
- View & Update your personal and contact information
- Request time off and view your absence balance
- Complete learning courses and track progress
- View the org chart & browse and apply for internal job postings
- Provide feedback and recognition
- Complete onboarding tasks (new hires) Manage approvals and inbox tasks (managers)

Download & Log In the Workday App

STEP 1:

Download the Workday app to your phone:

- Open the App Store (iPhone) or Google Play Store (Android)
- Search for "Workday" and download the official Workday app

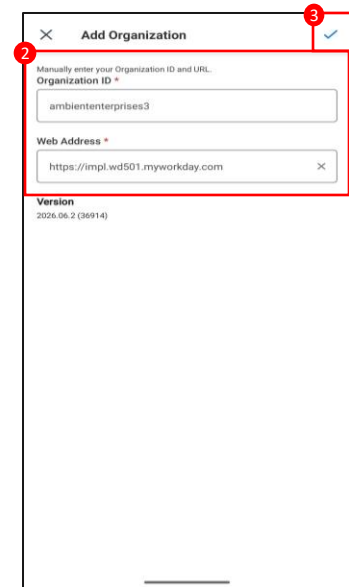


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STEP 2:

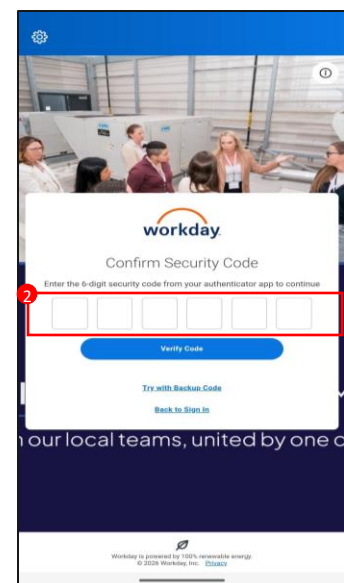
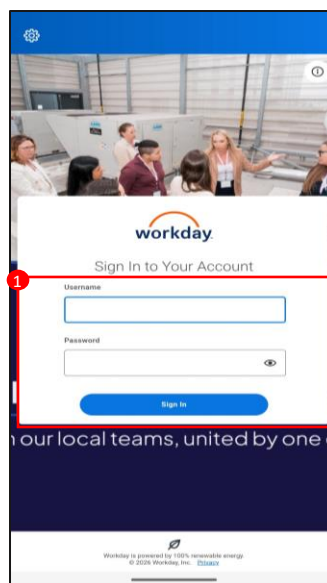
Open the app to log in:

1. Click on the settings icon
2. When prompted, enter the **Organization ID** and Workday **web address** for Ambient
3. Click the **Check** icon on the top right-hand side of the screen



STEP 3:

1. You will be taken to Ambient's single sign-on (SSO) login
2. Enter your Ambient credentials(same ones you use for other company systems)
3. If prompted, complete multi-factor authentication (MFA) to finish signing in
 1. Enter your username and password, then tap Sign In
 2. If multi-factor authentication is enabled, complete the verification as prompted

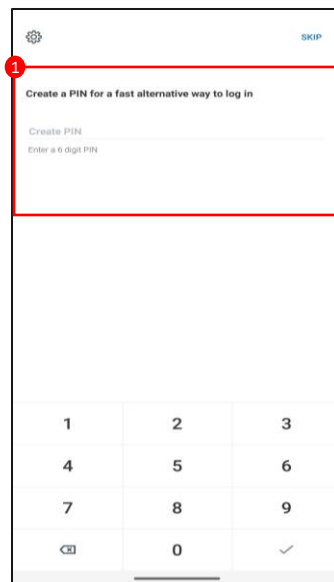
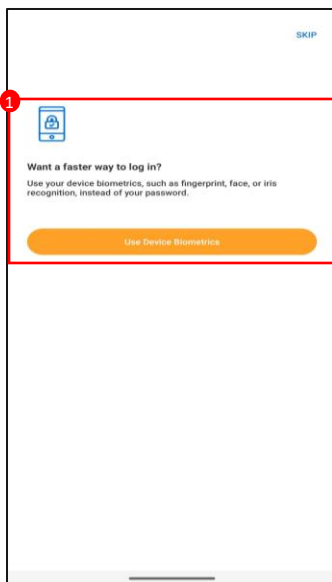


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STEP 4:

Set up biometric login for quicker access:

1. After your first login, the app will prompt you to enable Face ID / Fingerprint authentication / PIN
2. Follow the on-screen instructions to turn it on
3. Going forward, you can log in with a single tap / PIN instead of typing your password each time

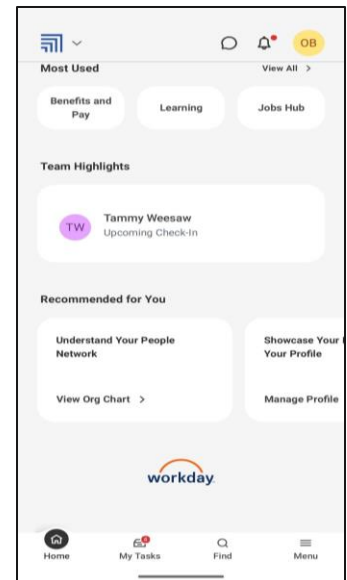
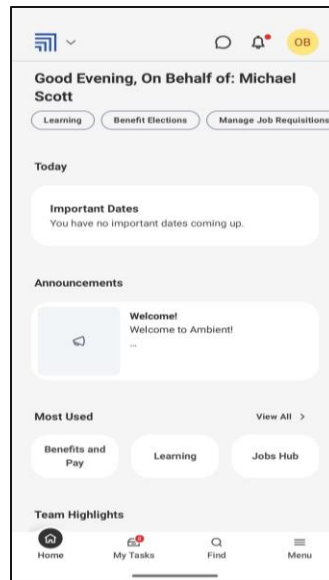


The Mobile Homepage & Navigation

STEP 5:

Once logged in, you will land on the Workday mobile homepage. From here you can access:

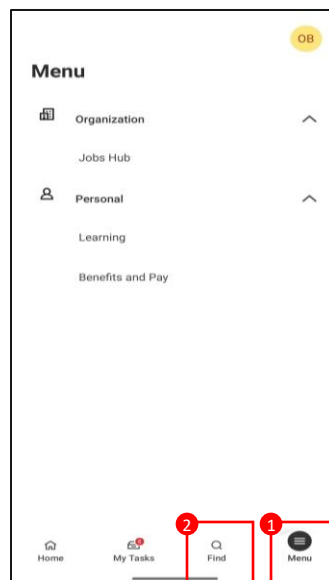
1. **Inbox:** View and action pending tasks, approvals, and notifications
2. **Profile:** View your job details, manager, location, and worker profile
3. **Benefits:** View your current benefit elections and costs
4. **Personal Information:** View and update your name, address, and contact details
5. **Time Off:** View your absence balance and request time off
6. **Learning:** Access and complete assigned learning courses
7. **Announcements:** View company-wide updates and news



STEP 6:

To navigate between sections:

1. Use the **menu icon** (three lines) or the **bottom navigation bar** to move between sections
2. Use the **search bar** to quickly find a task, page, or coworker by typing a name or keyword

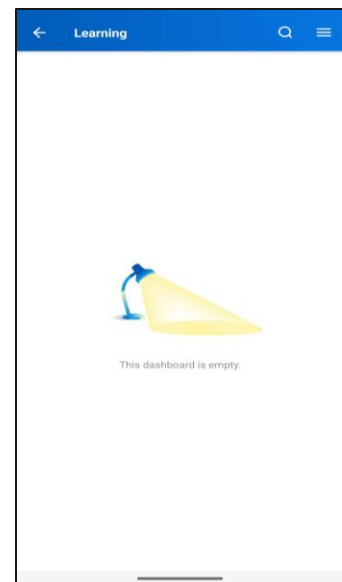
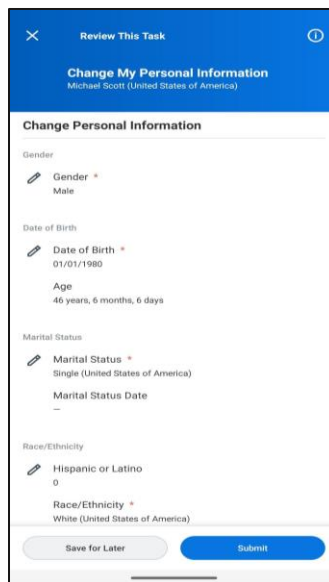


Common Tasks on Mobile

STEP 7:

You can complete common self-service tasks directly from the app:

1. **Update your Personal Information**(e.g., phone number): Tap **Personal Information** > **Contact Information** > **Edit** the field and **Submit**
2. **Complete a learning course**: Tap Learning to view assigned courses and complete them at your own pace
3. **Browse internal jobs**: Tap **Job Hub** to view and apply for open positions within the organization

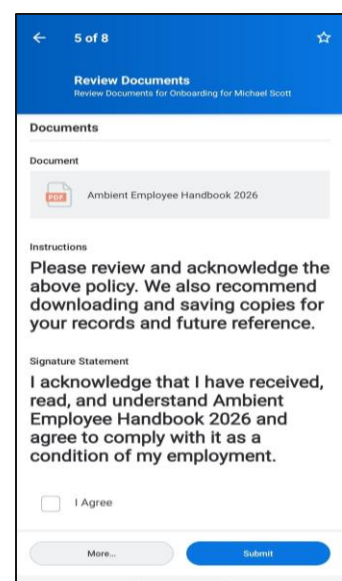
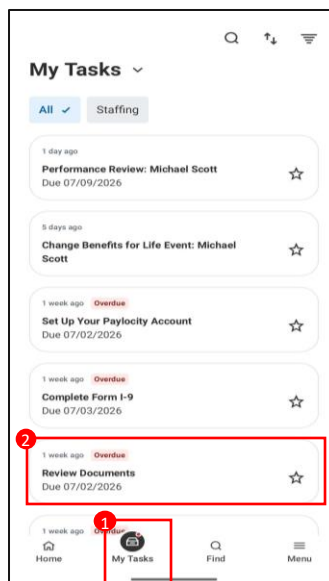


STEP 8:

To manage your notifications and tasks:

1. Tap Inbox to view any pending tasks, or actions assigned to you
2. Tap on a task to open it, review the details, and take action (approve, submit, or complete)

Note: Enable push notifications in your phone settings to receive real-time alerts when a new task or approval is waiting for you



References

Key Things to Know

- The Workday mobile app gives you access to the same self-service features as the desktop version, optimized for your phone
- Your login credentials are the same for both mobile and desktop. If you can log in on one, you can log in on the other
- No personally identifiable data is stored on your phone. Access is controlled by your role, so you only see information relevant to you
- Enable push notifications to stay updated on pending tasks, approvals, and company announcements.
- For more detailed tasks such as compensation planning or performance reviews, the desktop version may be easier to use

If A Change Isn't Showing Up:

A change you made may not appear right away. This is usually a display issue, not a lost update. Before contacting support, try:

- Refreshing the page
- Logging out and logging back in
- Clearing your application's cache, cookies, and history

These steps fix most display glitches.

If you have questions or need support, here is how to get help

Support Channel	Details
Email Id	workdaysupport@ambient-enterprises.com

Tip: Bookmark the Digital Resource Repository for quick access to all Workday job aids, recorded demos, and FAQs.