



Note: Use your standard Vassar username and password to sign into Workday.

## Install Workday on Android

To install Workday on your Android device:

1. Navigate to the **Google Play Store**.
2. Tap **Search**. Enter *Workday*.
3. Tap **Install** and accept the application permissions.
4. Tap **Open** to launch the Workday app.
5. Complete initial setup steps, including agreeing to license agreements and entering company settings.

## Install Workday on iPad and iPhone

To install Workday on your iPad or iPhone:

1. Navigate to the **App Store**.
2. Enter *Workday* in the search field and select **Workday** from the search results.
3. Tap **Get** and **Install**.
4. Tap **Open** once the app has downloaded.
5. Tap the **Settings** gear.



6. Enter **vassar** as the Tenant and **<https://www.myworkday.com>** as the Web Address and tap **Save**.

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Cancel General Settings Save

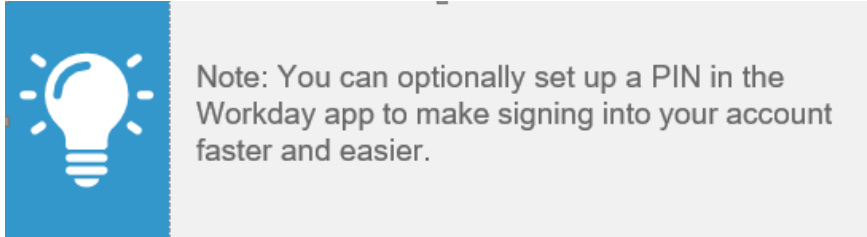
Tenant vassar

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>

6. Enter your Vassar username and password and tap **Log In**.

## Mobile Authentication



### Set Up a PIN (Optional)

1. Sign into Workday. A prompt appears, asking if you want to set up a PIN.
2. Tap **Set Up PIN**.
3. Enter a PIN between 4 and 8 characters long.
4. Tap the **green checkmark**.
5. Confirm the PIN by entering characters again and then tapping the **green checkmark**.
6. Tap **OK** to enable push notifications.


### Touch ID (Enabled iOS Devices Only)

After setting up a PIN, users with enabled devices may see a prompt asking to Enable Touch ID (depending on your company's security).

1. Click **OK**. Touch ID will be enabled now, and on future logins.
2. Place your finger on the **Home** button. Login is automatic.

### Change Your Password

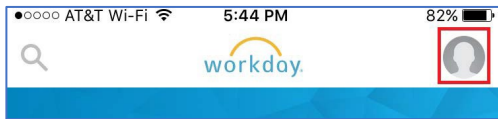
From the Home page:

1. Tap the **Settings** icon. 
2. Tap **Change Password**.
3. Enter your Current and New Password.
4. Verify your new password.
5. Tap **Done** to apply the change. A confirmation displays.
6. Tap **Close**.

## Signing Out

From the Home page:

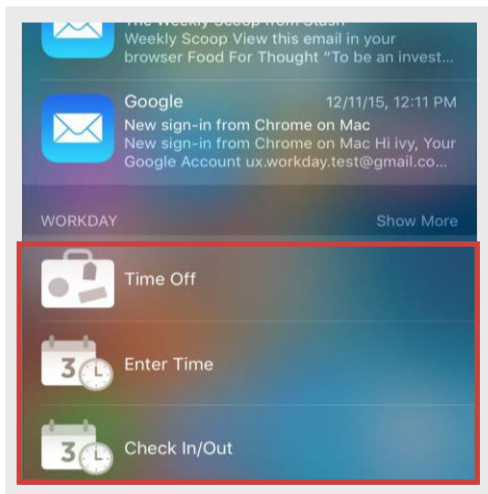
1. Tap the **Settings** gear or the **User** icon.
2. Tap **Sign Out**.



## Spotlight Search (iOS only)

Search for commonly used tasks in the Workday app, and it will display in the Top Hits. You must be logged in to Workday for the feature to work.

1. Tap your home screen in your iOS device and swipe down to the Spotlight Search.
2. Search by keyword like *Time*. Suggested Workday tasks will display.
3. Select a task and you are taken to the action in Workday.



## 3D Touch (iPhone 6s and 6s Plus only)

For users with iPhone 6s and 6s Plus devices, Workday displays Quick Actions from the Home screen that can be accessed with a single press.

1. Press the Workday app icon from the home page firmly to quickly access the first four icons.
2. Select the icon you want to use.

If you reorder the icons on the home page, Quick Actions are updated to reflect the new top four.

3D Touch learns your preferences over time based on usage and will display the top four most used tasks.