Overview

Are you ready to install the Workday mobile app on your phone?

You'll need to start by opening Workday on a desktop device.
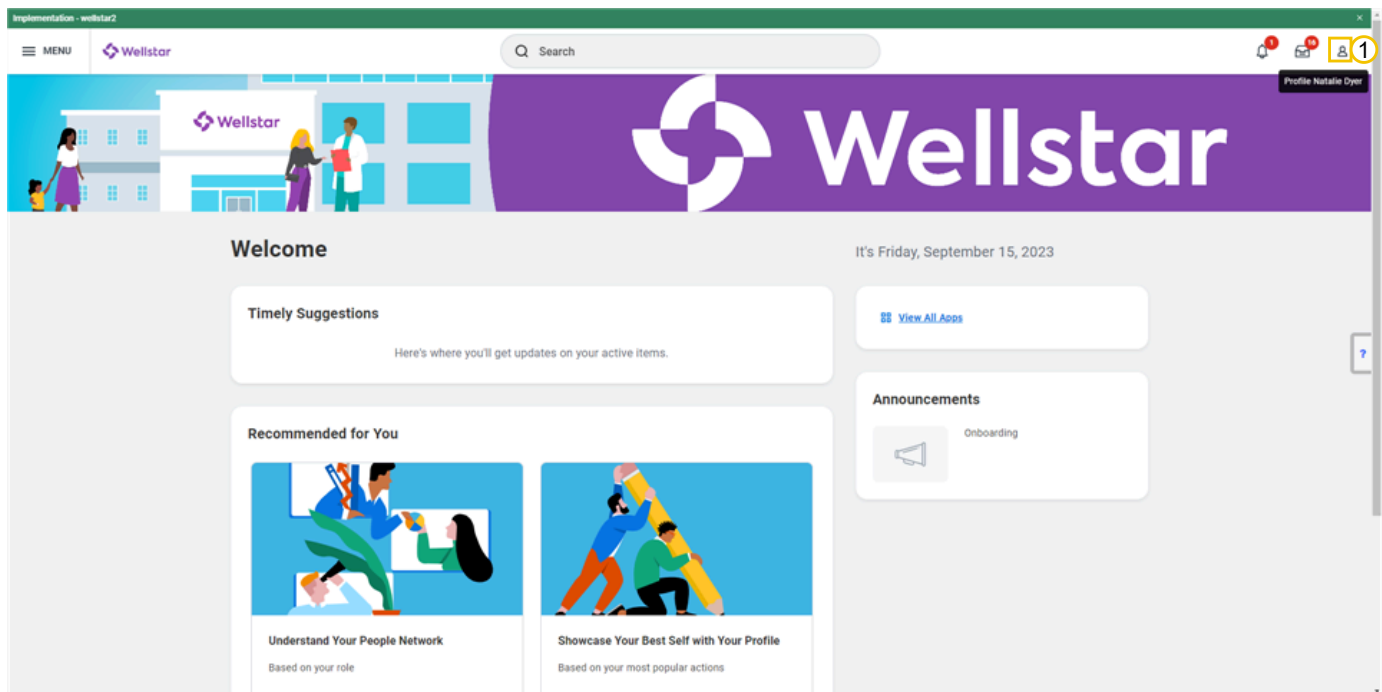
Step By Step Instructions

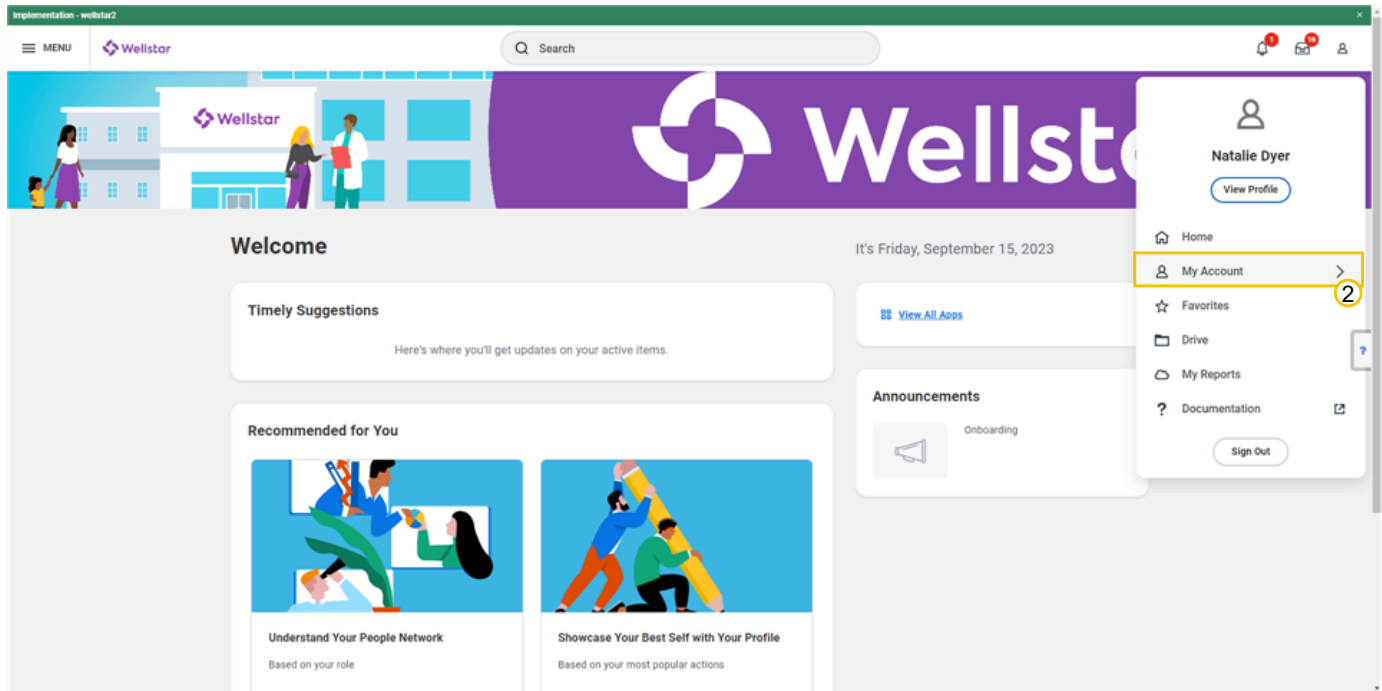1. Click the **Profile icon** (which may also be your picture).

⚠️ Microsoft Authenticator is Wellstar's two-factor authentication app.

You will need to have the Microsoft Authenticator app already installed and set-up on your device before logging in to the Workday app.
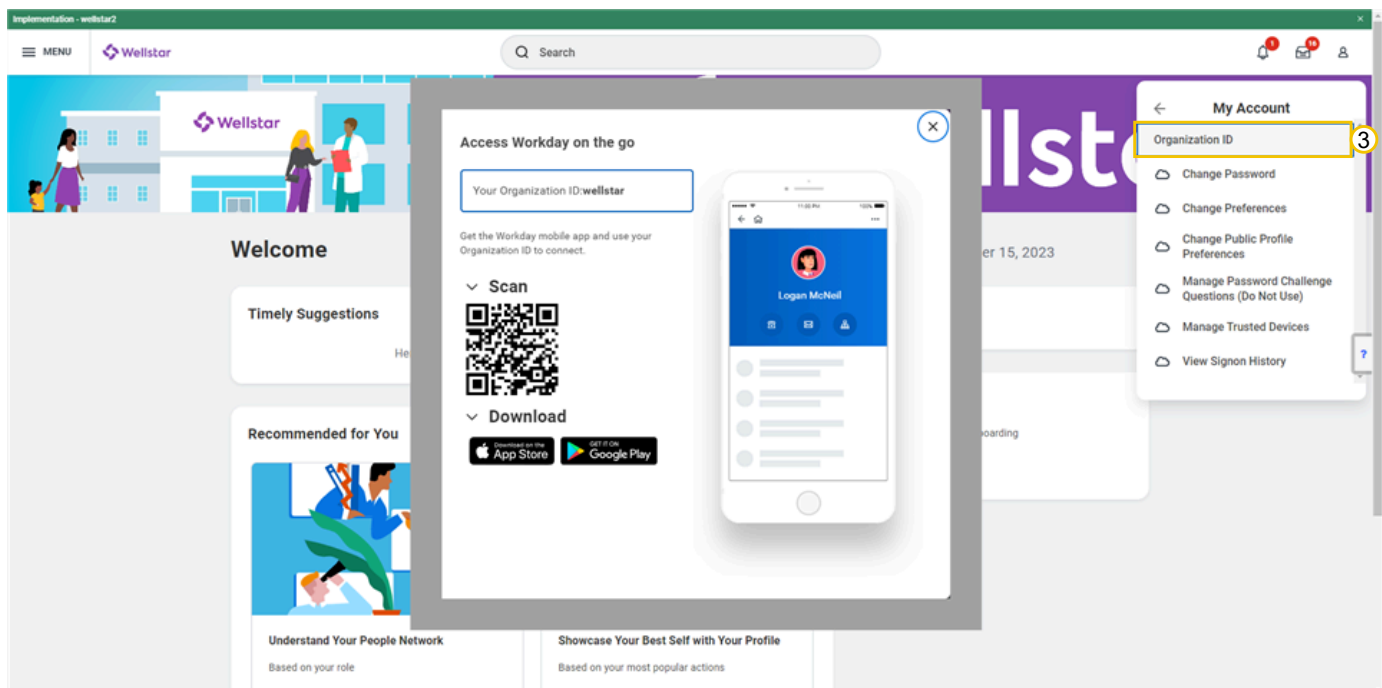
2. Click **My Account**.

3. Click **Organization ID** to display the QR code.

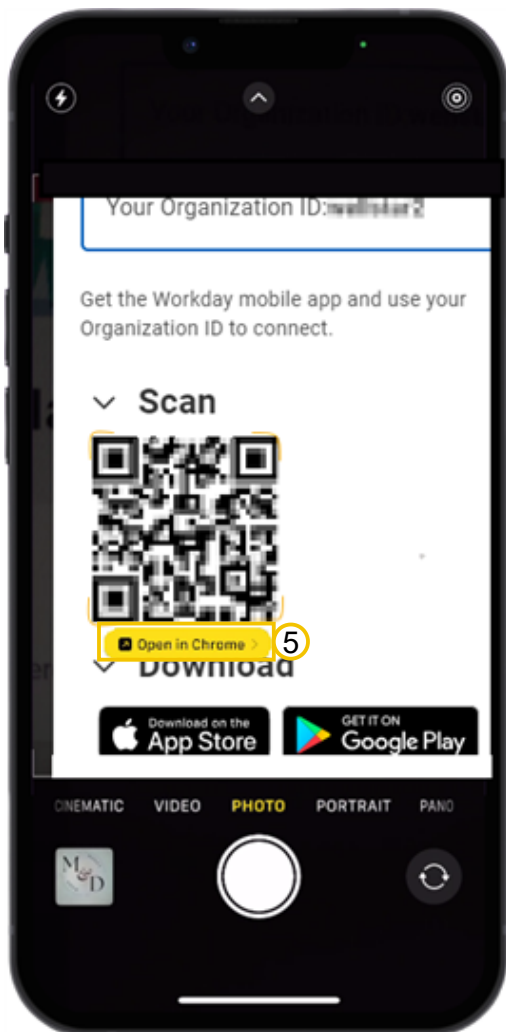The remaining steps are performed on your mobile device.

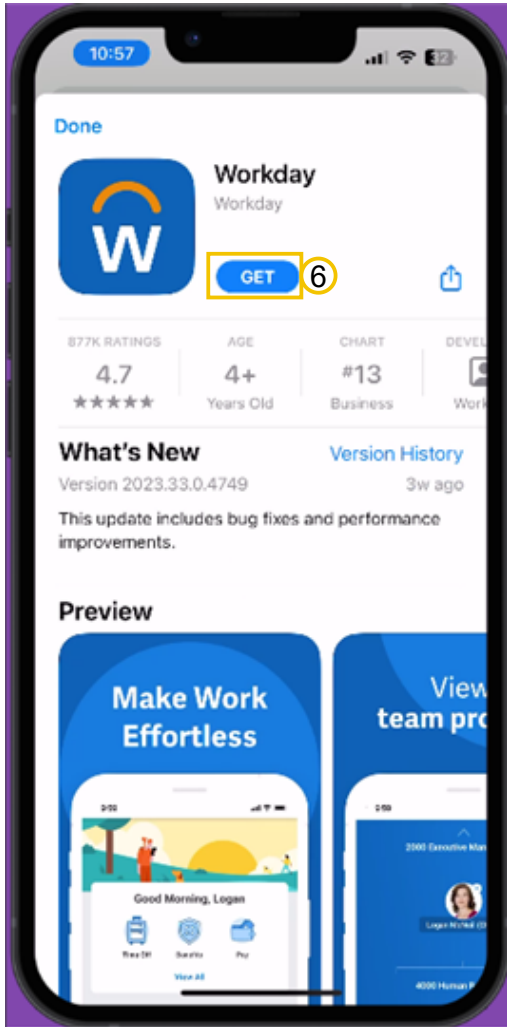4. Navigate to your device's camera.

5. Point your device's camera or scanner at the QR code on your desktop screen.
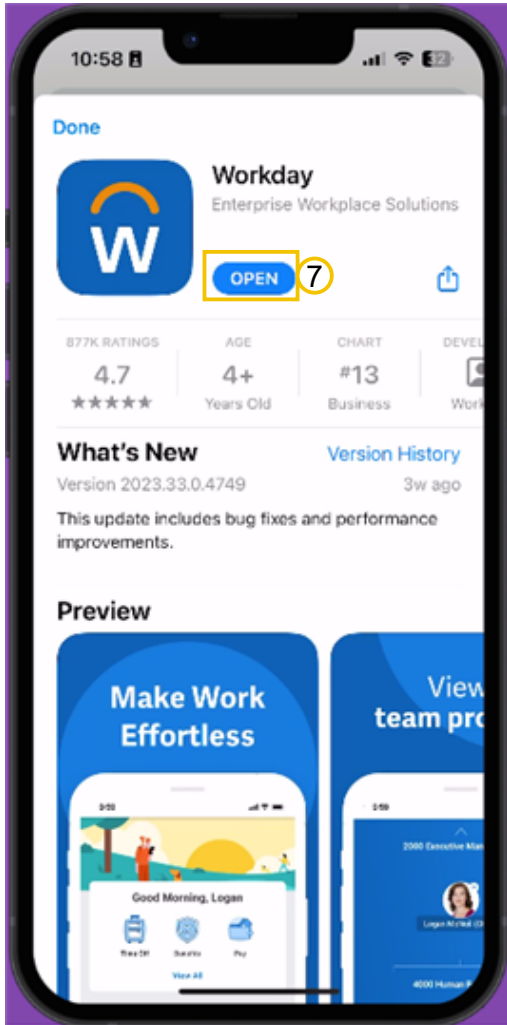
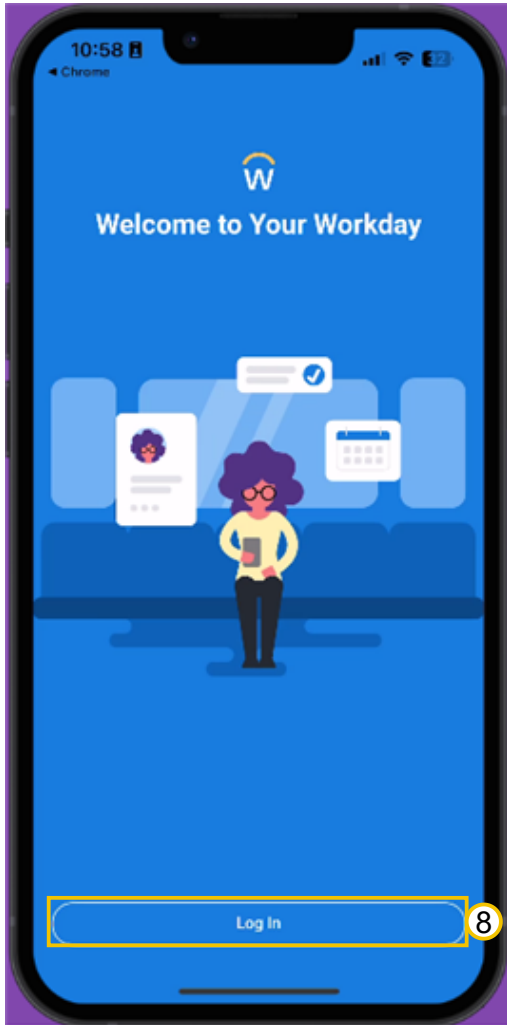   Tap the QR Code to focus your camera on it, then tap the **"Open in..." option**.

6. Tap **Get** to install the app on your device.

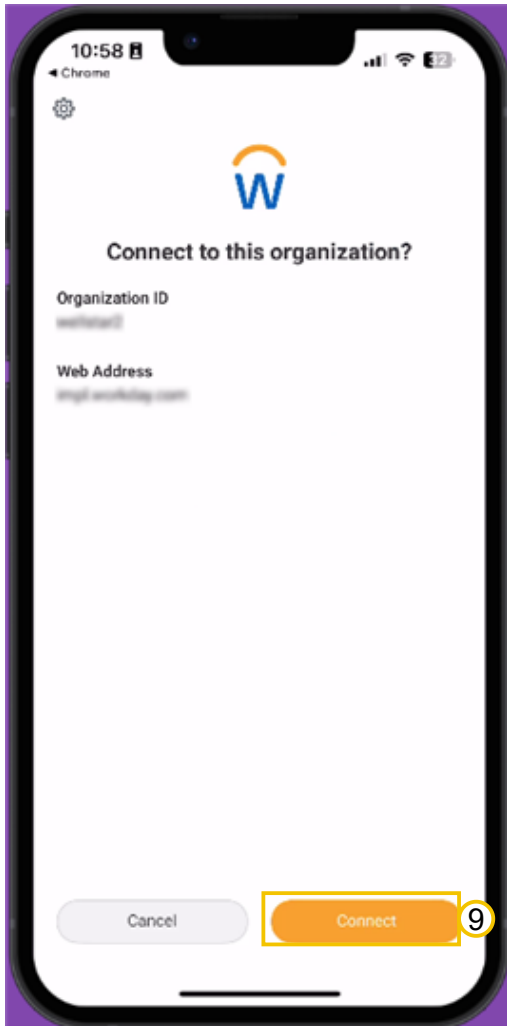7. Once the app has installed, tap **Open**.
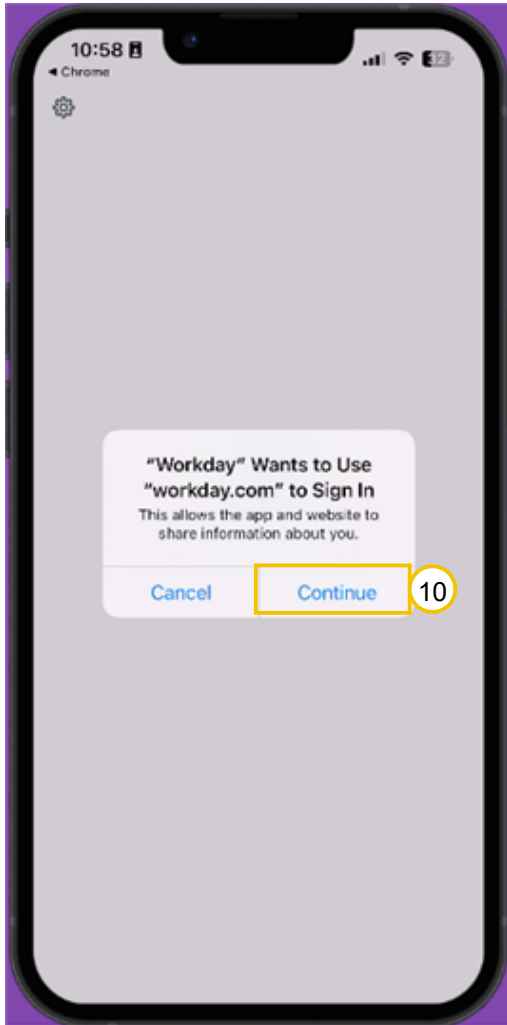
8. Tap the **Log In** button.

9. Tap **Connect**.

🔍 Ensure the Organization ID matches the one displayed in Workday on your desktop.
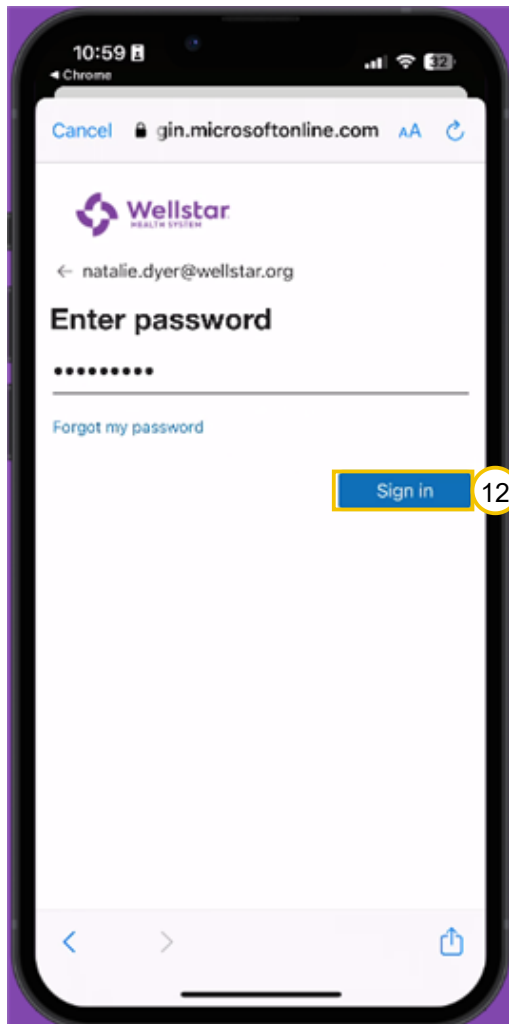
10. Tap **Continue** to sign in.

11. Tap **Login via SSO.**

12. Tap **Sign In**.

🔍 Tap to type the password you use for your Wellstar Microsoft account.

💬 After you tap Sign In, you'll need to appove the sign-in with the Microsoft Authenticator app.
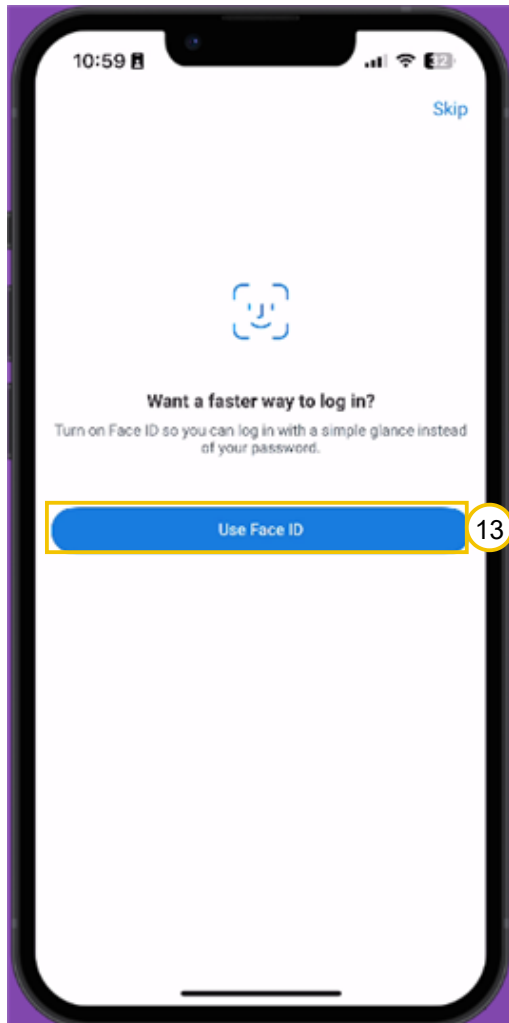
13. Tap **Use Face ID**.

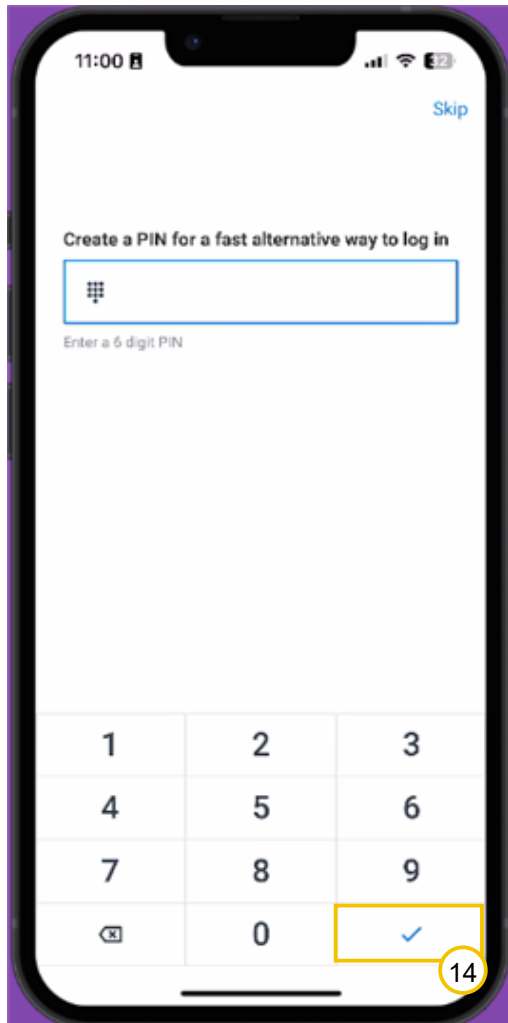🔍 If your device has Face ID, Workday will ask if you'd like to turn it on.

You can tap skip if you do not want to use this feature.

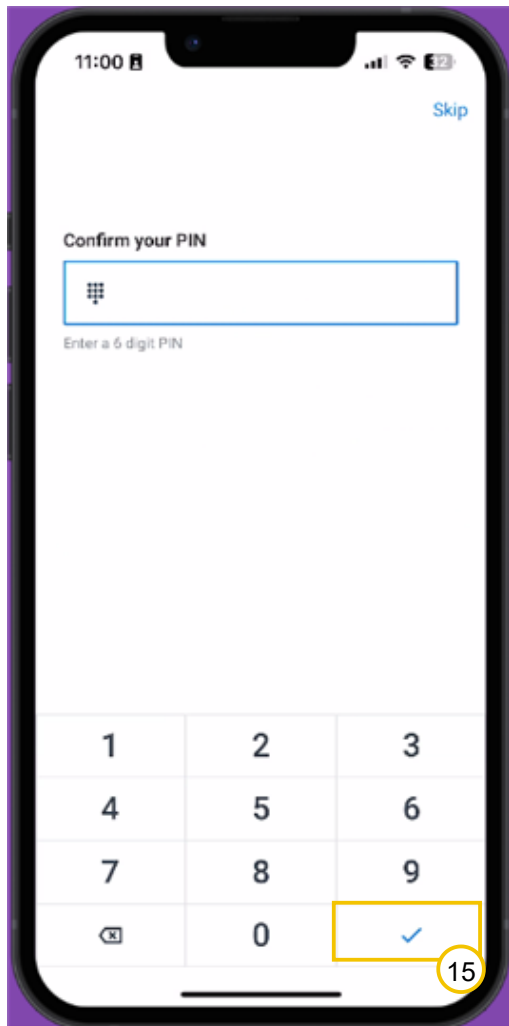14. Tap the **Check icon** when you have entered your PIN.

🔍 Use the keypad to enter a 6 digit PIN as an alternative login method.

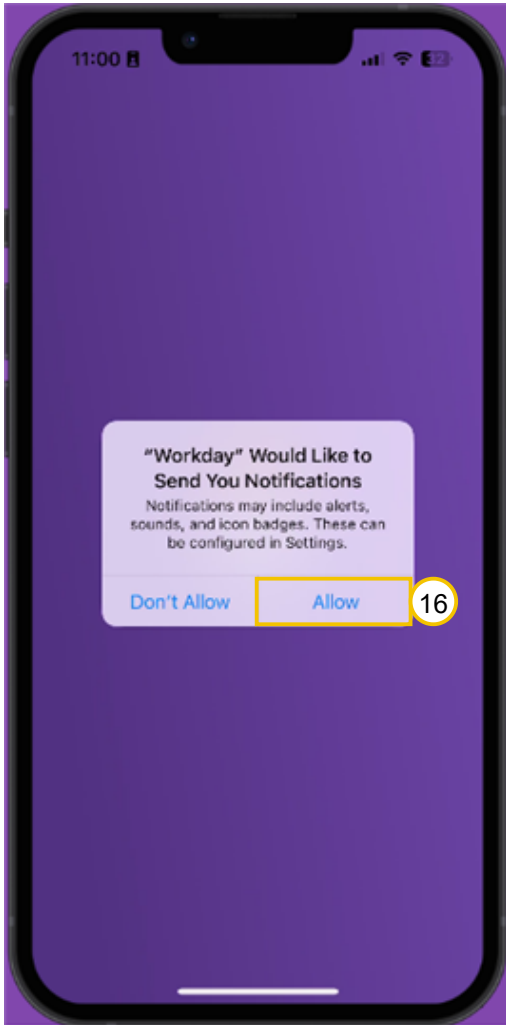If you do not want to create a PIN, tap Skip in the top-right corner.

15. Tap the **Check icon** once you have reentered your PIN.

🔍 Use the keypad to reenter the PIN you created.

16. Tap to **Allow** notifications from the Workday app (if desired).

17. If you chose to get notifications, tap **OK** to allow notifications from Wellstar's Workday.