

How to Login to Workday Mobile – *Employee Perspective*

Overview

Provides step by step direction on how an Employee can login to the Workday app from their mobile device.

Who Does This: Employee

Things to Know:

- You will need to know your username and Workday password*
- *The Workday password for Network Users is not automatically updated to the same password as their single sign-on network password. unless you have manually gone in and updated your Workday password to match your company network password every time it is changed.
- If you are not on the CoorsTek WiFi, Network Users and Kiosk Users must both use the “Login” button, on the Workday mobile app, and manually enter their username and Workday password.



Step 1

If you have not already done so, download the Workday app to your mobile device.



Step 2

On the login screen, select the “**Login**” option.

Network Users: unless you are on the CoorsTek WiFi, please also select the “Login” button option and manually enter your Workday login credentials.

	<p>Step 3 If the mobile app asks for an “Organization ID”, you can enter coorstek as shown on this screen shot (left).</p> <p>You should now be logged in to the mobile app.</p> <p>Please note: Workday mobile app functionality is intentionally more limited and restricted in functionality when you are not on the CoorsTek network.</p>
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FAQ's

What happens next? You will now be able to access from Workday from your mobile device.

Q: Why can I not login to Workday from my mobile device?

A: Please attempt the following trouble-shooting tips:

- Ensure you have internet connectivity, whether through a Wi-Fi network or using your mobile data (mobile data plan rates may apply).
 - **Network Users:** if you are not on the CoorsTek WiFi, you will need to use the “Login” button (not the “Network User” sign on button) and manually enter your Workday login credentials* to access the mobile app.
 - *The Workday password for Network Users is not automatically updated to the same as your company single sign on network password every time your network password changes. You must manually go in and change your Workday password to match your company network password each time it changes for them to be the same.
 - **Kiosk Users:** your login username and password for the Workday mobile app should be the same as your login for the kiosks.

Q: What if I cannot remember my Workday password?

A: Try resetting your Workday password from a PC by answering your challenge questions.

Q: What if I cannot remember the answers to my challenge questions or I have not set up any challenge questions in Workday?

A: Please reach out to your HR Business Partner if you cannot remember your Workday password and it needs to be reset and/or you need your challenge questions reset.

- **Kiosk Users:**

- If your password is temporarily reset, you will be required to reset your password the next time you login to the kiosk.
- *Please login at the kiosk to change your password prior to attempting to logging back into the Workday mobile app with your username and newly reset password. Enter your username >> enter the temporary password >> you will be prompted to reset your Workday password.*
- **Network Users:**
 - *If your Workday password needs to be reset temporarily, please login from your PC to reset your Workday password before logging back in via the Workday mobile app with your username and newly reset password.*
 - When logging into to your PC to reset your password, the first time you must use the “Login” button (not Network User” sign on button) >> enter your username >> enter the temporary password >> you will be prompted to reset your Workday password.

Q: Why can't I complete the task that was in my inbox or go to the task in Workday that I wanted to from my mobile device?

A: For security reasons, Workday is intentionally more restricted and limited in functionality when using the application from a mobile device outside of the CoorsTek network. Employees are limited in the types of tasks they can perform in Workday from their mobile device. Updating your contact information, changing benefits, and viewing your paystub, are a few examples of tasks you should be able to complete from your mobile device.