

### INSTALLING AND LOGGING IN TO WORKDAY

#### Installing and Logging in to Workday

From your iPad:

1. Tap the **App Store** Application icon.
2. Tap **Search** and enter “Workday”.
3. Select **Workday** from the search results.
4. Tap **Install** to install the app. Once the app has completed downloading, the button name changes to Open.
5. Tap **Open**.
6. The first time you use the Workday iad app, you will need to enter your company’s settings.



A push notification will appear.

**“Workday” Would like to Send You Push Notifications**

Click Don’t Allow if you don’t want the pushed notification or OK to receive notifications.

7. Enter the Tenant name: **stateofmaryland**.
8. Enter your User Name (W number) and Password.
9. Message “Would you like to set up a pin? Click **No**.”
12. Tap **Sign In** to log in to Workday.

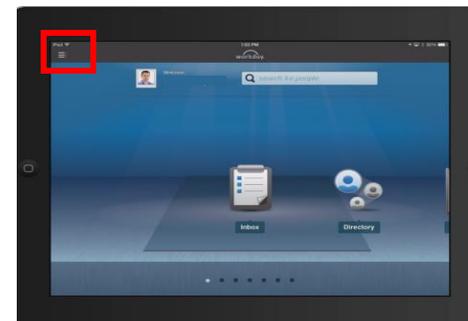
### NAVIGATING WORKDY FOR IPAD

From the Workday Home page:

1. Swipe up or down to scroll through available worklets.
2. Tap any icon to open its corresponding worklet.

Use the **Setting icon** to navigate:

3. Tap the **Settings** icon  to open the menu.
4. You can Edit Home Page, Change Password, and view general settings.



5. Tap the menu item you are interested in.
6. Tap **Close** to return to the Home page.

### CHANGING YOUR PASSWORD

From the Workday Home page:

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

### NAVIGATING WORKDAY FOR IPAD

1. Tap the Photo image (**My Profile**).
2. Tap the **Related Actions** icon .
3. Tap **Personal**. The **Personal** menu will display.
4. Tap **Change Personal Information**.
5. Tap information to be changed.
6. Tap **Done**.