



First time logging into Workday mobile

Workday: Quickstart

THIS JOB AID IS FOR: All Teammates

First time Logging into Workday (**Mobile Version**)

From your Android or Apple iOS device

1. From your Apple iOS or Android app store, search for “Workday”, install and open the application
2. Enter **mclaneco** for the organization ID if prompted
3. Enter your *Network ID* and *Network ID Password* when prompted
4. Click **Set up** and select your preferred delivery method for the Okta Verify link
5. Enter your contact information and press the delivered link in your email or text messages
6. Follow the prompts to complete the Okta Verify configuration and switch back to Workday once your account has been added.
7. Select **Remember this device**
8. Enable biometric login or create a pin code to log in without your password going forward

Notes:

- You will not need to install Okta Verify if you already have it on the device

Questions? Contact your HR Team