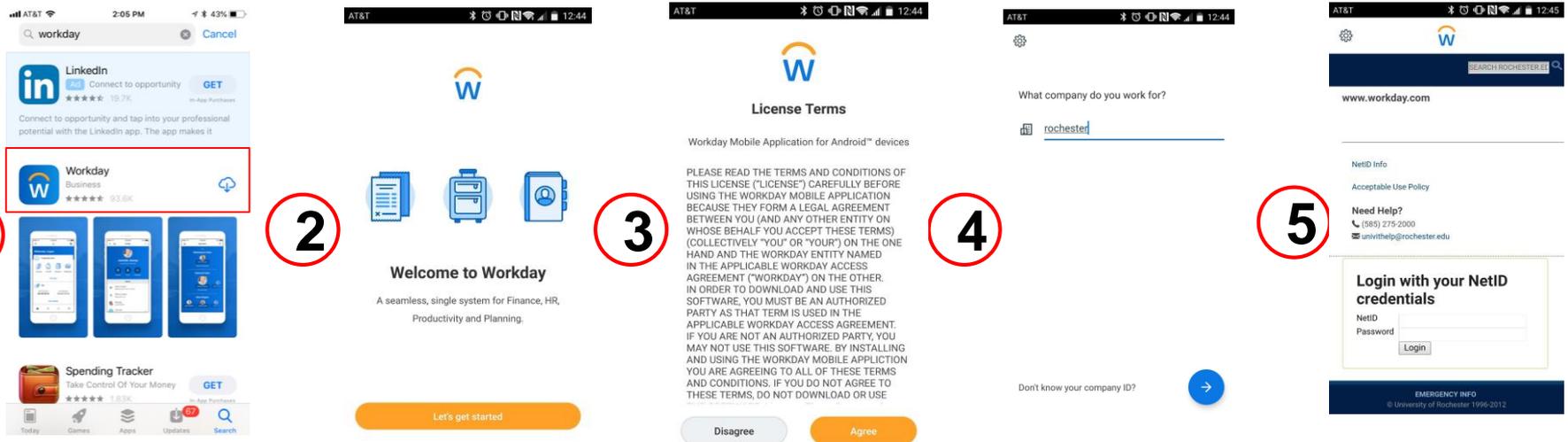


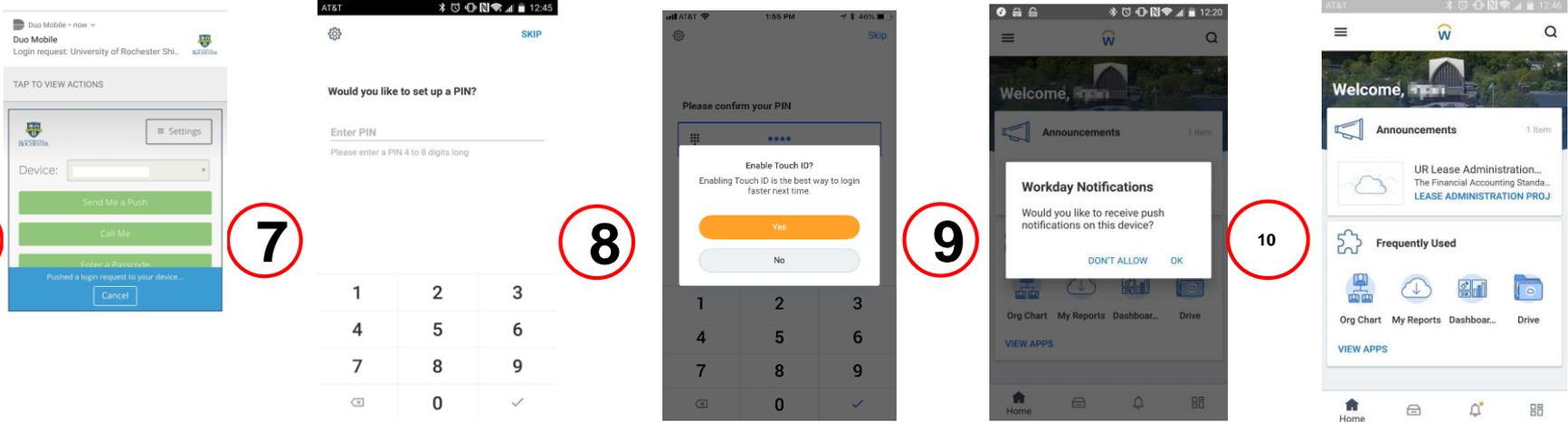
# Download the Workday App



1. Download the Workday Business app for **Android** or **iOS** and launch the app. Search for “Workday” in the appropriate App Store (not shown)
2. Launch the app and tap **Let's get started**
3. Review the License Terms and tap **Agree**
4. Type **rochester** (all lowercase letters) for the Company ID and tap the next arrow
5. Log in with your NetID credentials



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6. If you are not connected to a trusted wireless network – UR\_Connected or UR\_MCwireless – or connected to the University IT VPN, verify your identity via University IT Duo two-factor authentication
7. After authenticating with your NetID, you have the option to set a 4-8 digit PIN for quick access.
  - a) PIN Expiration - Your PIN will expire after 90 days. You will be required to sign in with your NetID again to confirm your identity. You can then set a new PIN. A PIN can be add, changed, or removed at any time in the app menu
8. If you want to use touch ID instead of entering a PIN, you can do so provided your cell phone has touch ID enabled
9. If you have enabled push notifications in your user profile, you may be prompted if you want to receive notifications on the device.
10. After completing the one-time setup, you will be directed to the *Home* landing page

