

**Purpose:** This job aid shows employees how to set up the Workday application on Apple mobile devices.

Graphical user interface, text, application

Description automatically generated**Steps to set up Workday on mobile on IOS/Apple device:**

1. On your mobile device, navigate to the **App Store**.
2. Enter **Workday** in the **Search** field and select **Workday** from the results. The click **Get** and **Install**.

Graphical user interface, text, application

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1. Click **Open** once the app is downloaded.

Graphical user interface, application

Description automatically generated

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| 4. Click **Log In.**  Graphical user interface, application  Description automatically generated | 5. Enter the **Organization ID** – northeastern— to identify the Northeastern University tenant.  **Note**: The Northeastern tenant will not be available to access on mobile devices until launch. |
| 6. Follow the **onscreen prompts** and login with your Northeastern credentials to complete the initial setup steps. | |

**Result:** You have now set up Workday on your Apple mobile device.