

Download and Configure Microsoft Authenticator

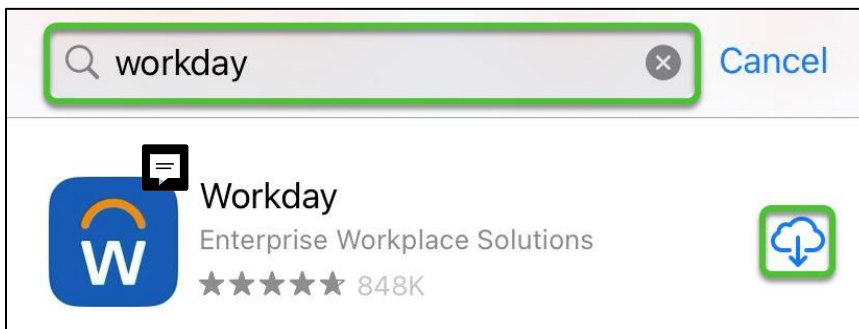
Microsoft authenticator is required to access Workday outside of the VHC network. Before downloading Workday Mobile, please [download and configure Microsoft Authenticator](#).

Downloading Workday Mobile App

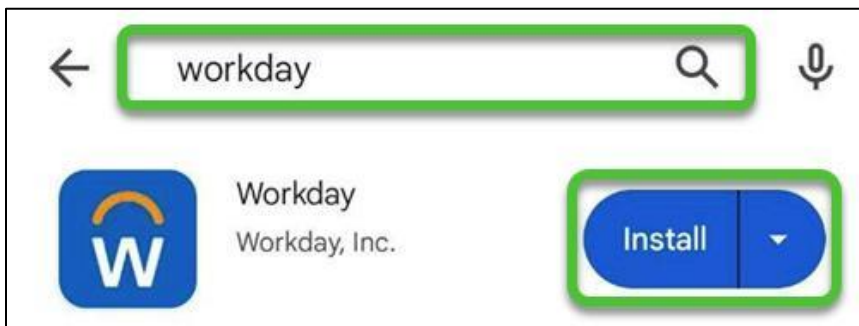
1. Open the app store from your mobile device.



2. Enter **Workday** in the search bar and download the app.



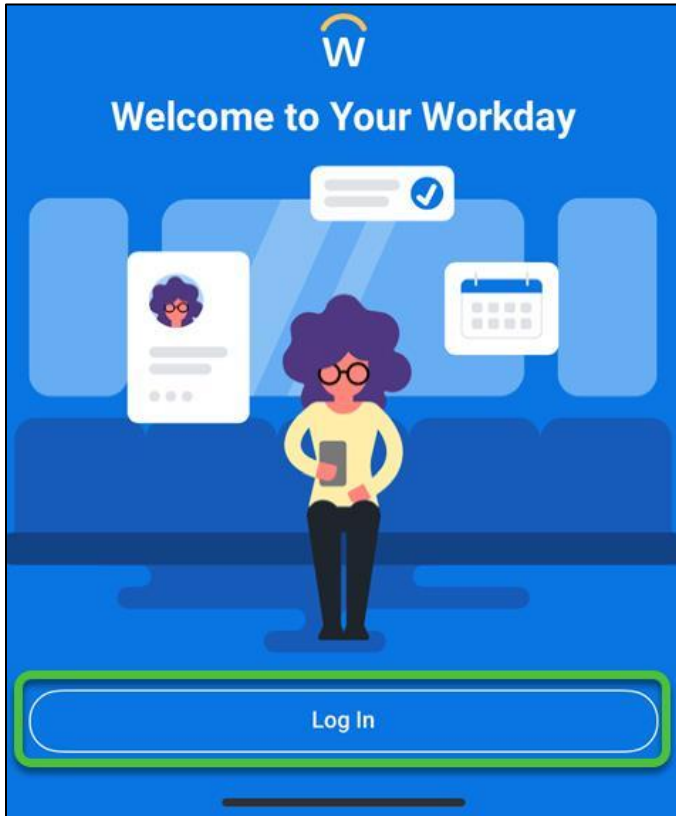
Apple App Store



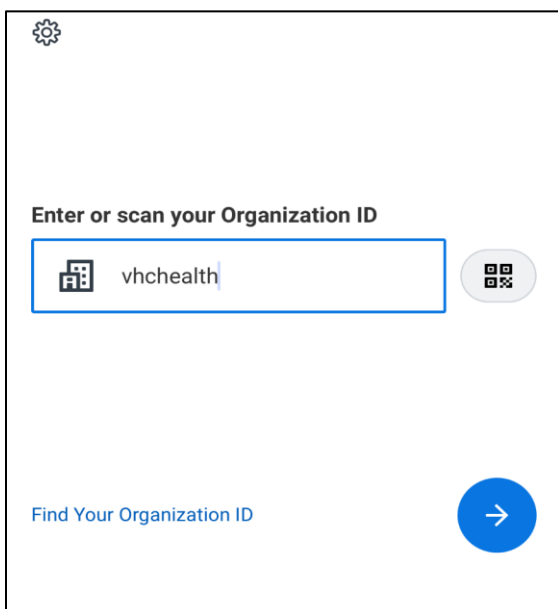
Google Play Store

Logging Into Workday Mobile App

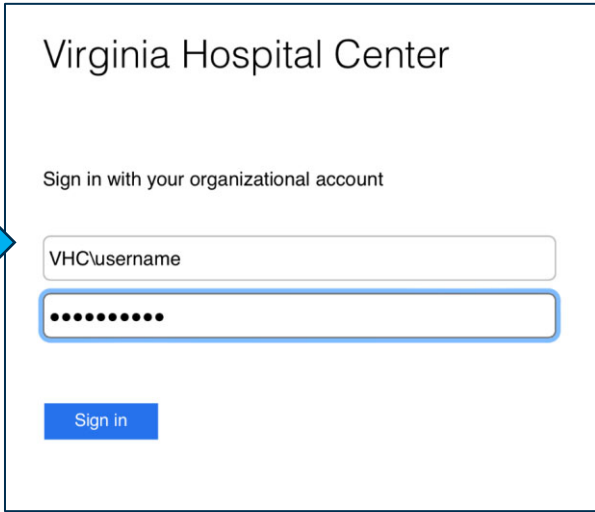
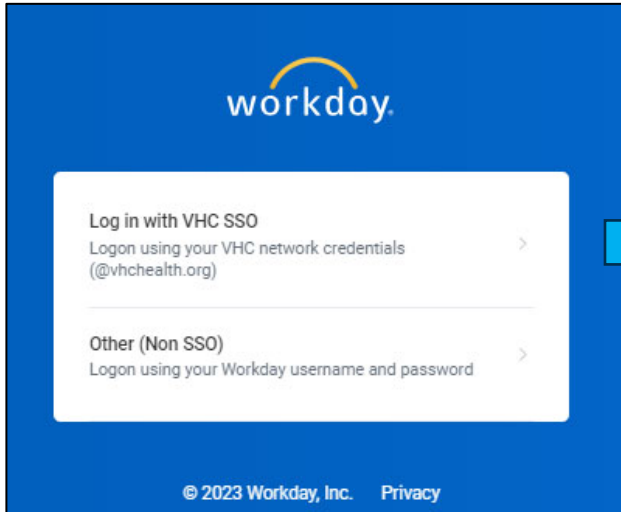
1. Tap **Log In**.



2. Enter "vhchealth" as the **Organization ID**.

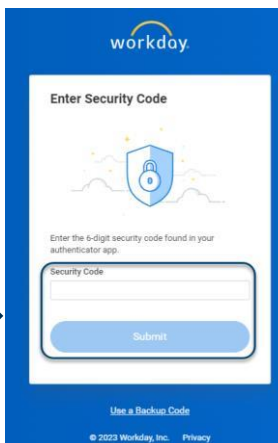
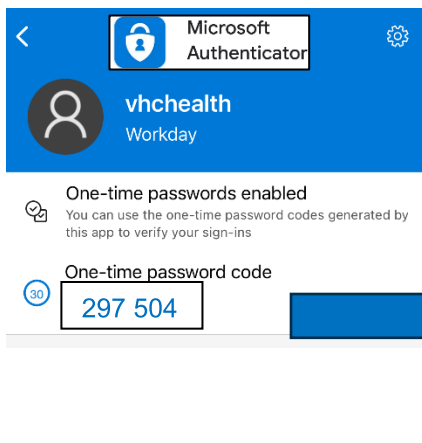
The image shows the 'Enter or scan your Organization ID' screen of the Workday mobile app. At the top left, there is a gear icon. Below it, the text 'Enter or scan your Organization ID' is displayed. There is a text input field with the text 'vhchealth' and a QR code icon to its right. At the bottom left, there is a link that says 'Find Your Organization ID'. At the bottom right, there is a blue circular button with a white right arrow.

- If you are an employee or other individual with VHC credentials: tap **Log In with VHC SSO**, enter your **VHC credentials**, and tap. **NOTE:** your username must have “VHC\” in front of it.

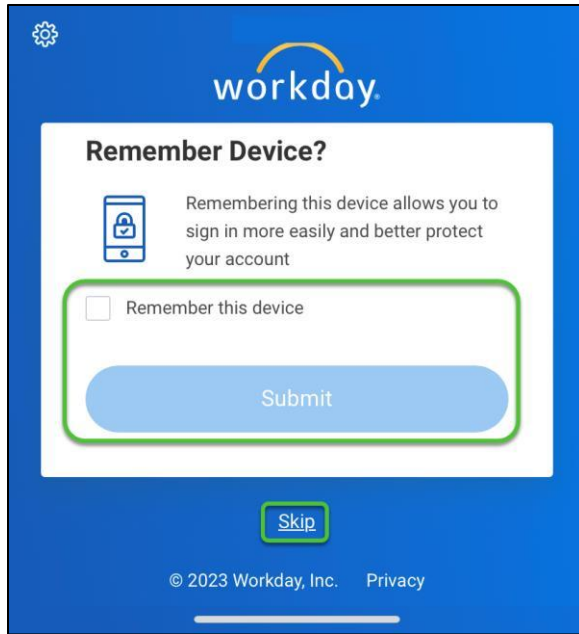


If you are a non-VHC employee: tap **Other (Non SSO)**, enter your **Workday credentials**, and tap **Sign In**.

- You will then be directed to Microsoft Authenticator to receive a security code. Open MS Authenticator and enter the code associated with “vhchealth Workday” into the Workday App.




Note: Your mobile device may ask you to **Remember This Device** and **Turn on Face/Touch ID** or **Create a Pin**. Proceed with the following or tap **Skip**.



workday.

Remember Device?

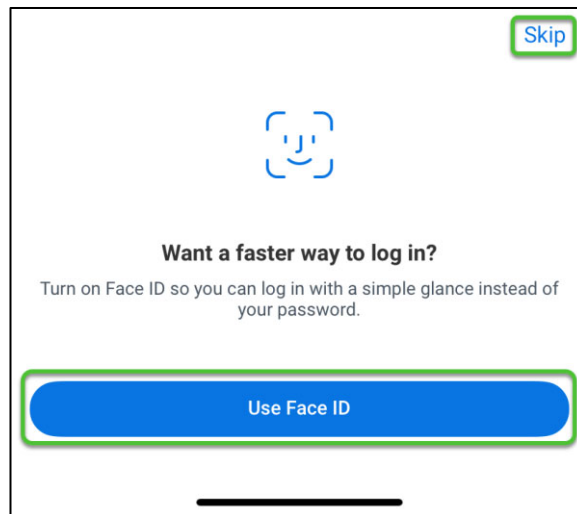
 Remembering this device allows you to sign in more easily and better protect your account

☐ Remember this device


Submit

Skip

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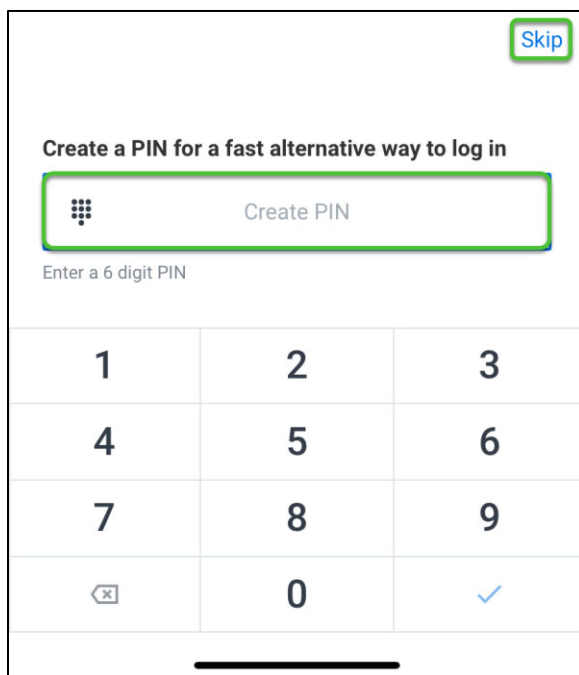
Skip



Want a faster way to log in?


Turn on Face ID so you can log in with a simple glance instead of your password.

Use Face ID





Skip

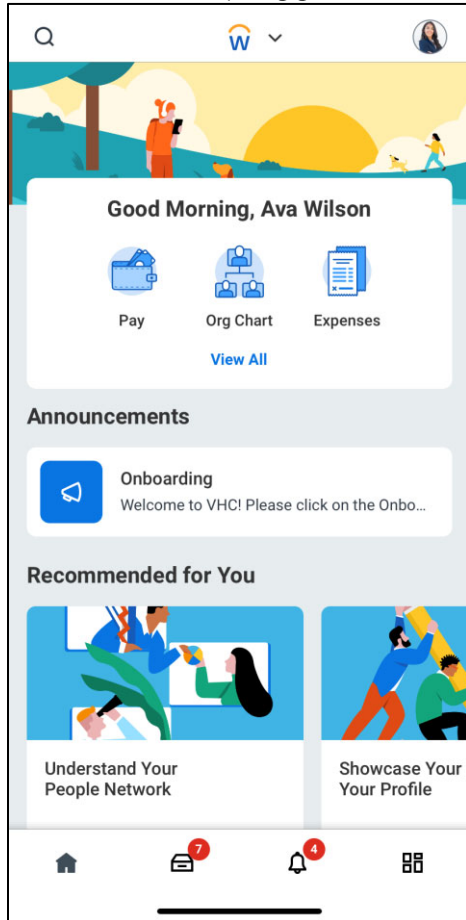
Create a PIN for a fast alternative way to log in

 Create PIN

Enter a 6 digit PIN

1	2	3
4	5	6
7	8	9
	0	

5. You are officially logged in and directed to the **Homepage**.



Navigating Workday Mobile App

Workday's mobile app contains the following tools:

- **Search Bar**- Find tasks, reports, employees, and more.
- **Profile**- Opens your Workday account details and links to your personal profile.
- **Announcements**- Includes important VHC-provided information.
- **Recommended for You**- Shows Workday-provided content to help provide a better user experience.
- **Homepage**
- **My Tasks**- Displays tasks that you need to complete (**Actions**) and tasks that you have completed in the past (**Archive**).
- **Notifications**- Informational, may contain reminders for needed actions.
- **Apps**- Allows you to take action on specific areas.

Note: The Workday mobile app has a lot of the same functionality as using a desktop computer. However, not all tasks are available on the mobile app.

