

Scope: Use this process to install the Workday App on your iPhone, iPad or Android devices.

Start: Navigate to the Apple App Store, Cleveland Clinic App Store or Google Play Store.

Install Workday on Android

To install Workday on your Android device:

1. Navigate to the **Google Play Store**.
2. Tap **Search**. Enter *Workday*.
3. Tap **Install** and accept the application permissions.
4. Tap **Open** to launch the Workday app.
5. Complete initial set up steps, including agreeing to license agreements and entering company settings. The company tenant is **CCF**.

Install Workday on iPad

To install Workday on your iPad:

1. Navigate to the **Apple App Store**.
2. Enter *Workday* in the search field and select *Workday for iPad* from the search results.
3. Tap **Get > Install**.
4. Tap **Open** once the app has downloaded.
5. Tap **Settings** and enter **CCF** for company's tenant name.

6. Enter your company's Workday Web Address and tap **Save**.
7. Enter your username and password and tap **Sign In**.
8. Tap **OK** to enable push notifications.

Install Workday on iPhone

To install Workday on your iPhone:

1. Navigate to the **Cleveland Clinic App Store or Apple App Store**.
2. From Apple App Store: Enter *Workday* in the search field and select *Workday* from the search results.
From Cleveland Clinic App Store: Scroll down the list until you see Workday and **Select**
3. From Apple App Store: Tap **Get > Install**.
From Cleveland Clinic App Store: Click **Add**.
Enter the **Apple ID password** associated with the phone and click **OK**.
4. Tap **Open** once the app has downloaded.
5. Type in **CCF** for company's tenant.
6. Enter your username and password and tap **Sign In**. (this is the same as when you sign into Workday on your computer)
7. You will be prompted to enter a pin. **This is optional**.
8. Tap **OK** to enable push notifications.