

When to Use This Functionality

Workday for Mobile gives users access to Workday when they're on the go. Workday Mobile will allow users to look up Directory Information, view their Job Information and complete some Self-Service tasks. Managers will also be able to navigate their Supervisory Organization, drill into their TSMs Worker Profiles, and Monitor their Inboxes.

Install and Configure the App for *iPhone* and *iPad*:

1. From your device, access the **App Store**
2. Search for and download the free **Workday** app
3. Open the App and enter **henryschein** when asked "What Company do you work for" and hit "**Get Started**"
4. You will be prompted to enter your user ID and password to log in
5. For first time users you may be prompted to allow an added level of security
6. You will be asked if you would like to set up a PIN
7. Click the Set Up PIN button
8. If you choose to Set up a PIN, it will prompt you to enter a 6 digit PIN, and then re-enter it to confirm
9. You will then be logged into your Workday account

Install and Configure the App for *Android*:

1. From your device, access the **Google Play Store**
2. Search for and download the free **Workday for Android** app
3. Open the App and hit the "**Agree**" button to accept the License Terms
4. Input **henryschein** when asked "What Company do you work for" and hit "**Get Started**"
5. You will be prompted to enter your user ID and password to log in
6. For first time users you may be prompted to allow an added level of security.
7. You will be asked if you would like to set up a PIN
8. Click the Set Up PIN button or No Thanks
9. If you choose to Set up a PIN, it will prompt you to enter a 6 digit PIN, and then re-enter it to confirm
10. You will then be logged into your Workday account

Access Workday from a *Blackberry*:

1. From your device, access the web browser
2. Enter the address: <https://www.myworkday.com/wday/authgwy/henryschein/login.html>
3. Enter your User ID and password to log in (Workday account credentials)