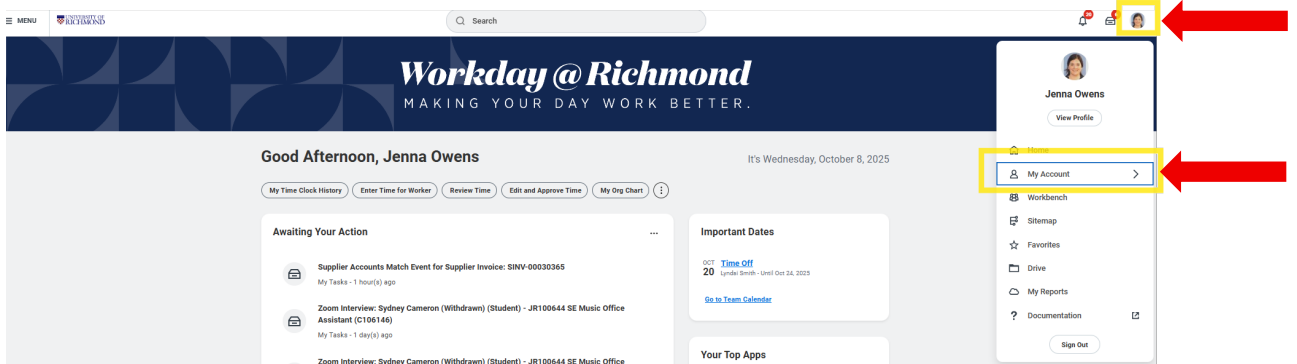


Workday @ Richmond

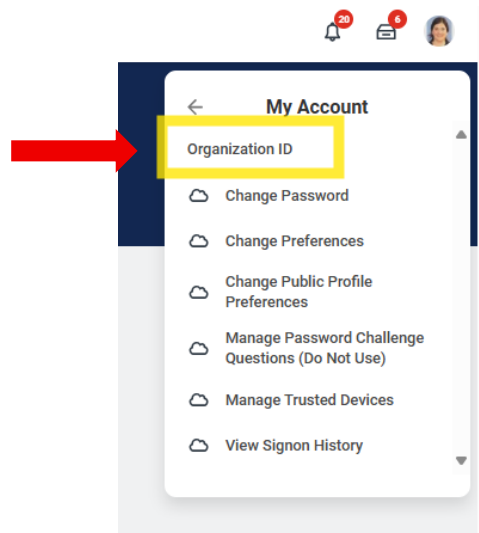
MAKING YOUR DAY WORK BETTER.

How to Find the Organization ID and QR code for Mobile Setup

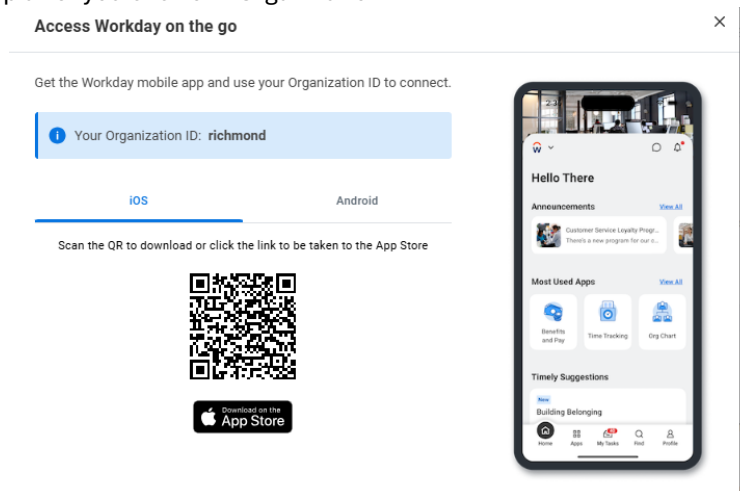
1. Once Logged into the tenant, click on your profile in the top right-hand corner and then click "My account"



2. Click on "Organization ID"



3. This screen will pop up after you click on "Organization ID"



4. Scan the QR code to go to the app store to download Workday to Go for your phone.

Mobile Setup

1. Once Workday Mobile app is downloaded to your phone, you need to configure the settings for University of Richmond.
2. Tap on gear icon located in the upper right corner on your “Getting Started” page.
3. Tenant Name is **Richmond** (see the section above on “How to find Organizational ID and QR Code)
4. Enter Web Address: **workday.richmond.edu**.
5. Then tap **SAVE**
6. Log in to Workday Mobile App by entering:
 - o User Name (your work email address)
 - o Your Password

