STEP 1

- On the University website, **navigate** to “Quicklinks”
- **Click** on “Workday Login”
- **Type** your University “NetID” in “User Name” box
- **Type** the password associated to this NetID
- **Click** “Sign In”

STEP 2

- The mobile website logs in the same way as computer browser, with NetID and password.
STEP 3

- Your Home page will look something like the picture shown.
- The round icons are called Worklets.
- Worklets displayed on your home page vary depending on your role.
- You have many options:
  1. Click on the worklet for the task you need to perform
  2. Search in the upper left corner
  3. Use the profile icon for a drop down menu to select whichever task you need to perform
  4. Click the gear to modify your worklets