

Download the Workday App to your phone or tablet

## iPhone & iPad

The *Workday for iPad* application requires an iPad with iOS 7.0 or later. The *Workday for iPhone* application requires an iPhone or iPod Touch with iOS 7.0 or later.



### Add the App!

When you launch the *Workday for iPad* application for the first time, change the web address in the application settings.

1. Launch *Workday for iPad* or *Workday for iPhone*.
2. Select Settings (the gear icon in the upper left corner).
3. Change the Web Address to: <https://www.myworkday.com>
4. Our Tenant is: *theclaremontcolleges*
5. Select **Save** and you can sign in using Single Sign On.

## Android

The *Workday for Android* app requires an Android 4.1 or later.

Please note: To stay current with the latest Workday application features, you will need to update the Workday application to the current version available on Google Play.



### Add the App!

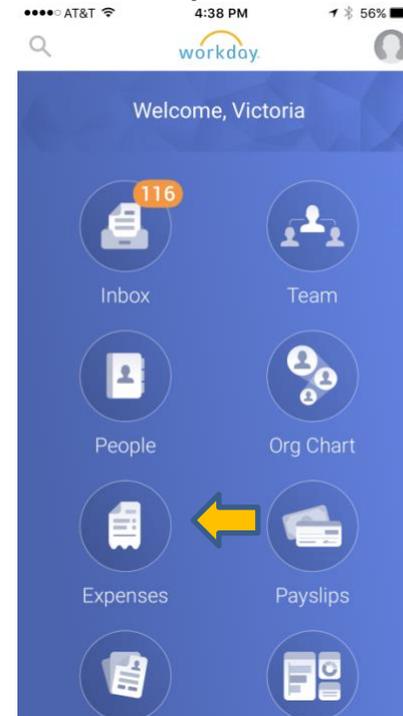
When you launch the *Workday for Android* application for the first time, change the web address in the application settings.

1. Launch *Workday for Android*.
2. Select Settings (the gear icon in the upper right corner).
3. Change the Web Address to: <https://www.myworkday.com>
4. Our Tenant is: *theclaremontcolleges*
5. Select **Save** and you can sign in.

**Easy Sign-on:** You can now sign into your Workday Mobile app using a **simple PIN** (between 4 and 8 digits) instead of keying lengthy username and password combinations every time.

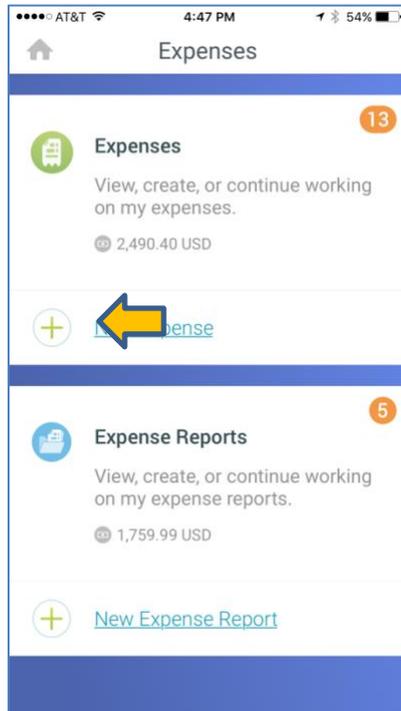
## Log into the Workday App

1. Select the 'Expenses' dashboard

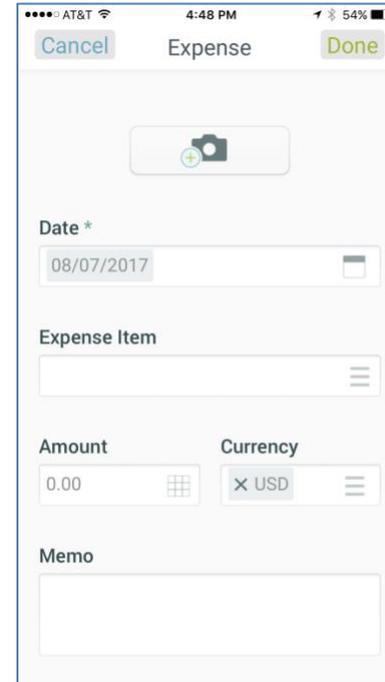


2. Select 'New Expense' to add a receipt to your account.

NOTE: You may also create an expense report if desired by selecting 'New Expense Report'.



3. **Add a photo** of the receipt by clicking the camera icon. Also, **add the amount** of the receipt and **add a Memo** describing the transaction. You may enter the Expense item but are not required to do so.



4. Click **DONE** at the top of the screen.

Your receipt will now be available on your computer when creating expense reports