



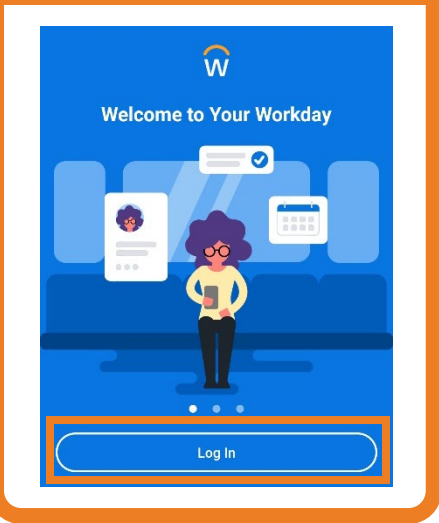
SETTING UP ACCESS TO WORKDAY OFF CAMPUS

On a Mobile Device

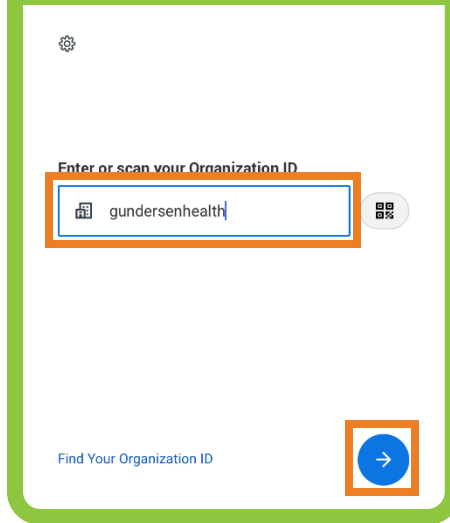


1 To access Workday on your mobile device you will have to download two apps. Go to your app store and download the **Duo Mobile** app. Once complete, also download the **Workday** app.

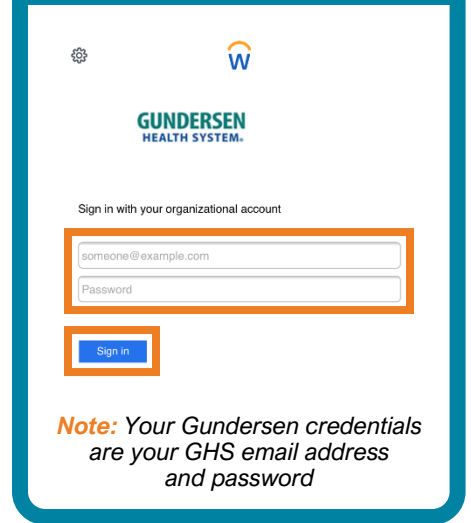
2 Open the Workday app, and click **Log In**.



3 Enter **gundersenhealth** as our Organization ID. Click on the blue arrow.



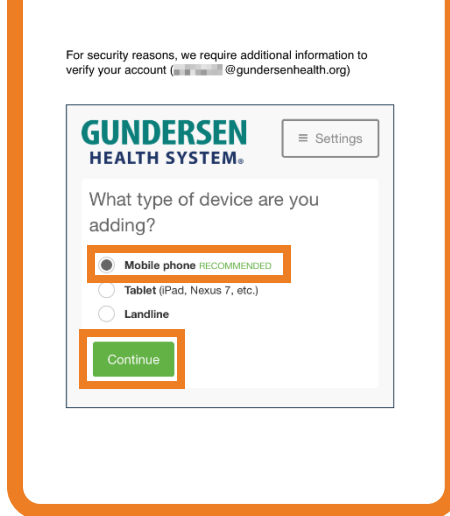
4 Enter your Gundersen credentials. Click **Sign In**.



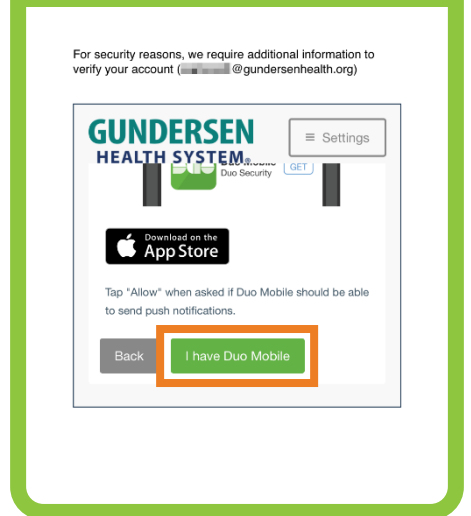
5 Click on **Start setup**.



6 Select **Mobile phone**. Click **Continue**.



7 Scroll to the bottom of the box and click on the **I have Duo Mobile** button.



Next page →



8 Click on the **Take me to Duo Mobile** button.

For security reasons, we require additional information to verify your account ([redacted]@gundersenhealth.org)

GUNDERSEN HEALTH SYSTEM. Settings

Finish by Connecting to Duo Mobile

To complete enrollment, we need to open the Duo Mobile application and connect your account.

Back Take me to Duo Mobile

Enroll by scanning a QR code or via activation link.

9 Duo Mobile will create a passcode.

Edit DUO GUNDERSEN HEALTH SYSTEM

DUO-PROTECTED Gundersen Health System

395 256

About passcodes

Note: You will use this passcode in Step 13.

10 Go back to Workday and click on **Continue**.

For security reasons, we require additional information to verify your account ([redacted]@gundersenhealth.org)

GUNDERSEN HEALTH SYSTEM. Settings

Finish by Connecting to Duo Mobile

To complete enrollment, we need to open the Duo Mobile application and connect your account.

Back Continue

Enroll by scanning a QR code or via activation link.

11 Select **Automatically send this device a Duo Push**. Click **Continue to Login**.

GUNDERSEN HEALTH SYSTEM. Settings

+ Add another device

Default Device:

iOS [redacted]

When I log in:

Ask me to choose an authentication method

Saved Continue to Login

Ask me to choose an authentication...
Automatically send this device a Duo Push
Automatically call this device

12 Select **Enter a Passcode**.

For security reasons, we require additional information to verify your account ([redacted]@gundersenhealth.org)

GUNDERSEN HEALTH SYSTEM. Settings

Send Me a Push

Call Me

Enter a Passcode

Enrollment successful! This is the Duo login prompt that you'll normally see when logging in.

Dismiss

15 You can now access Workday on your mobile device, from anywhere!

Welcome, [redacted]

Frequently Used

Time Track... Payslips Org Chart Expenses

View Apps

Pay

Next Payment 02/28/2020 Last Payment 02/14/2020

View Payslips

workday.

13 Enter the passcode Duo Mobile created in Step 9. Click **Log In**.

For security reasons, we require additional information to verify your account ([redacted]@gundersenhealth.org)

GUNDERSEN HEALTH SYSTEM. Settings

Call Me

395256

Log In

Enter a passcode from Duo Mobile.

Dismiss

14 Workday will prompt you to create a PIN – create one or click **Skip**.

Create a PIN for a fast alternative way to log in

Skip

Create PIN

Enter a PIN 4 to 6 digits long



Note: Screens may vary depending on your device and operating system.