KEAN | workday

My Guide

Downloading Workday Mobile



The Kean | Workday MyGuide is intended for the following users :

All Kean University Employees

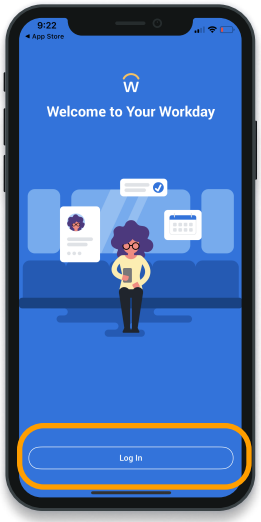
Download Workday App 1

From your mobile device locate the App Store, Google Play store, Android Market, or any app downloading software for your specific device. Search and download the Workday App which is in blue with white lettering and orange sunrise.



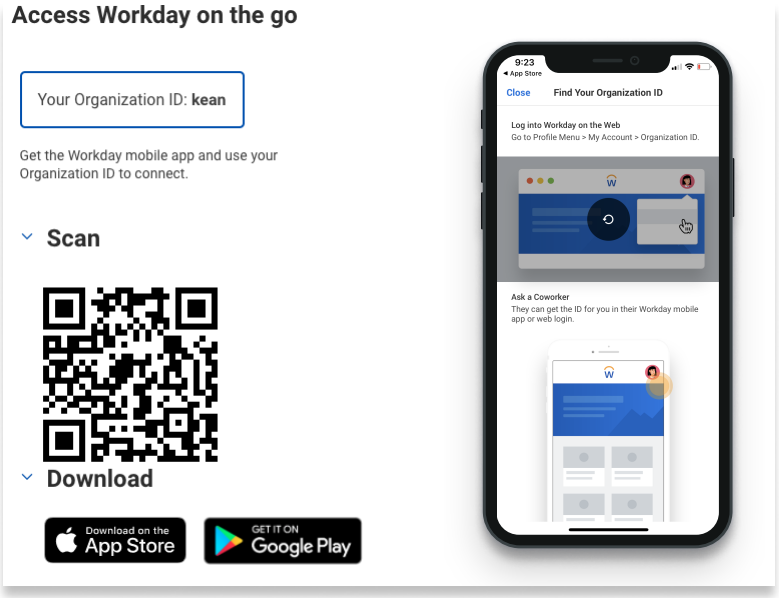
Log In 2

Open the Workday App once the app has completed downloading. A few screens and images will pass until you reach the welcome page. Locate the Log in action button at the bottom of the screen.



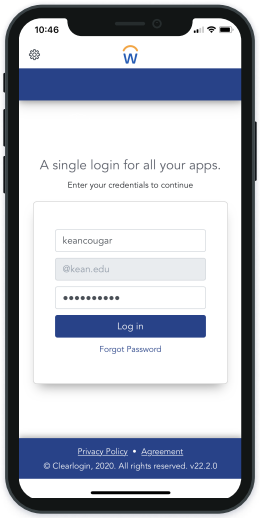
Access Organization ID 3

When asked to enter Organization ID, you can follow the directions provided or simply enter "Kean" into the box provided. The box will turn green when the correct ID is typed. Alternatively, you can also scan the QR code located in the image to the right.



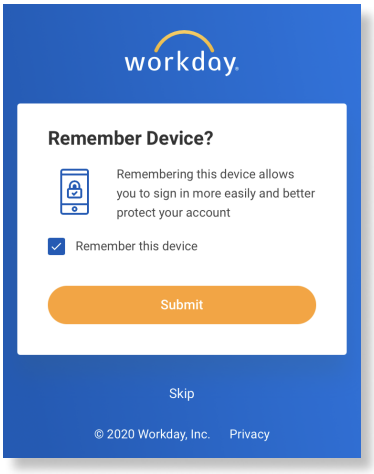
Log In 4

Log in to the Workday App using your Workday credentials (same credentials as your Kean Google email)



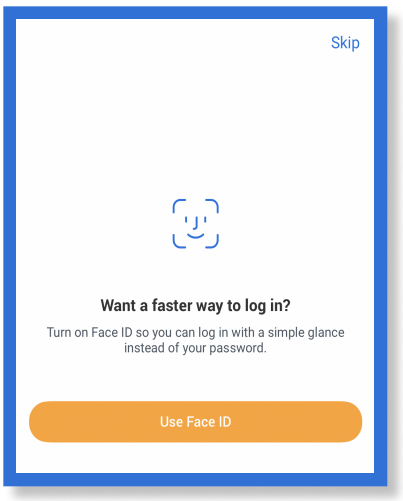
Remember Device 5

Allow your device to remember the Workday credentials to make it easier to log in when you need. This is an option step.



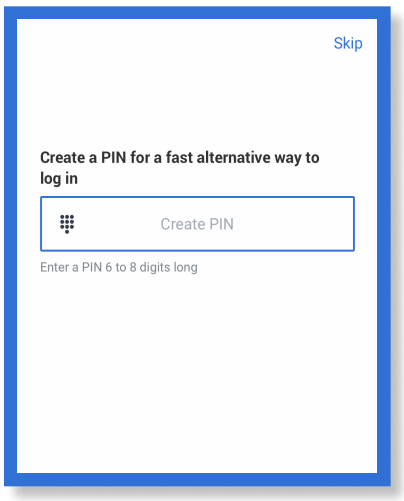
Face / Touch ID 6

If applicable allow your Workday app to use Face ID to log in. This is an optional step. Tap skip on the top if you wish to.

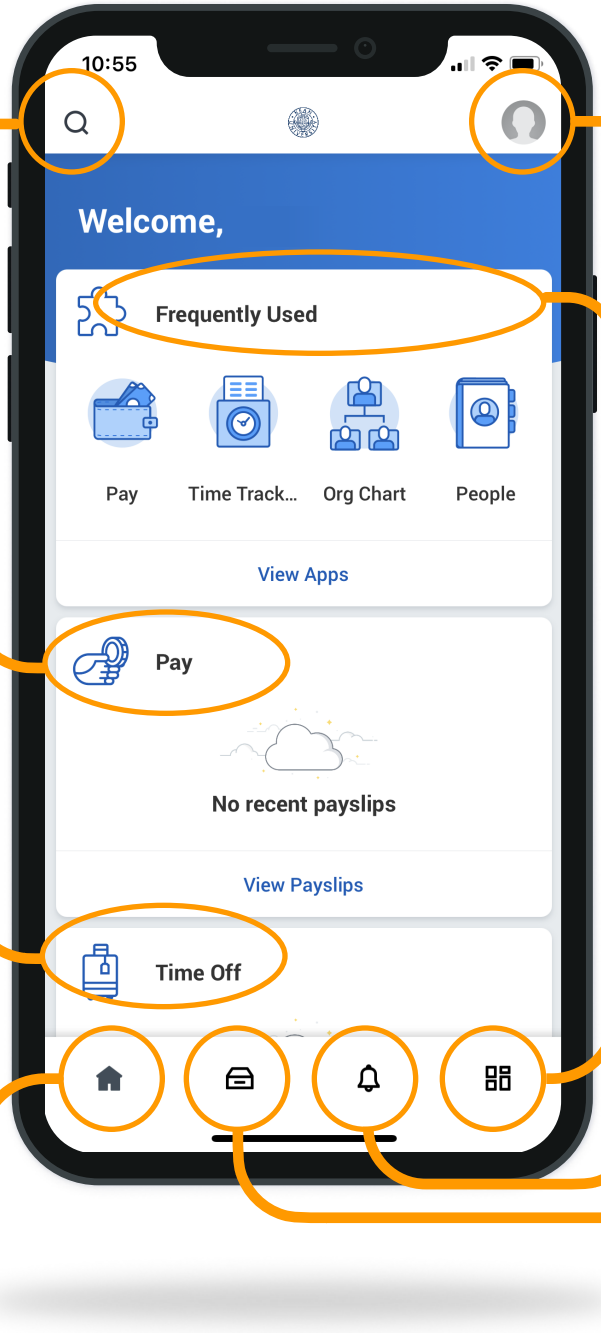


Pin Creation 7

Create a Pin for a fast way to log in. This is an optional step.



Workday Mobile Home Page



Use the search function to navigate to helpful informations, tasks, or reports.

This will direct you to your account profile.

This section shows your most frequently used worklets.

Most recent pay slips and pay information

The App icon takes you to all your apps.

Time off balances and requests

Notifcations will be indicated by the bell icon.

Home icon sends you back to this welcome page

The inbox will contain tasks awaiting your actions.