# Workday - Mobile Navigation Basics

> ⓘ Any requests or actions performed on the Workday Mobile App are supported by the same business approval process as Workday Desktop. The Workday Mobile App only supports the last two major versions of the Apple and Android operating systems.
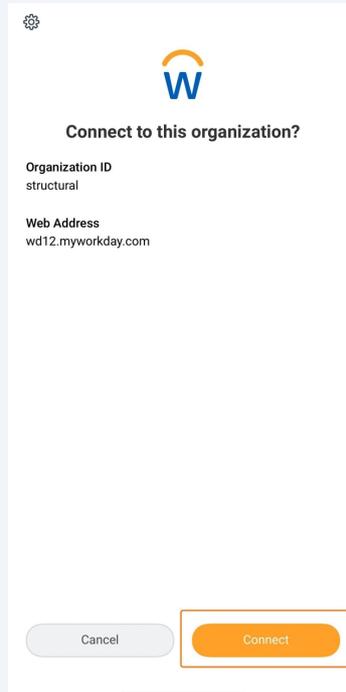
**1** Scan the QR code to download the free Workday Mobile App. The QR code will automatically take you to the correct Apple or Android app store.
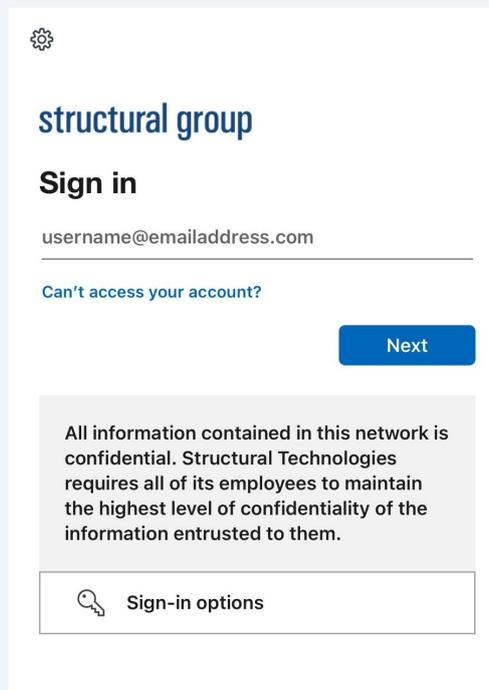
**2**

Open the mobile app and choose Connect. You will only have to do this one time to configure the app.



**Connect to this organization?**

**Organization ID**
structural

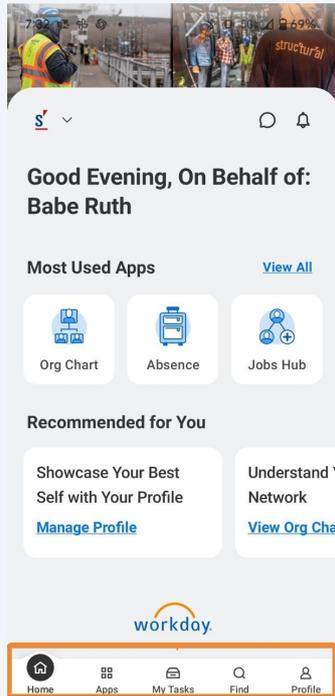**Web Address**
wd12.myworkday.com

Cancel    Connect

**3**

Login with your company network credentials. Please enable notifications if you are prompted. You may also be prompted to enable FaceID or fingerprint authentication. It is not required, but it allows a quicker login.



**structural group**

**Sign in**

username@emailaddress.com

Can't access your account?

**Next**

All information contained in this network is confidential. Structural Technologies requires all of its employees to maintain the highest level of confidentiality of the information entrusted to them.

🔑  Sign-in options

**4** Once you have logged in to Workday, you are taken to your Main Workday Home page.
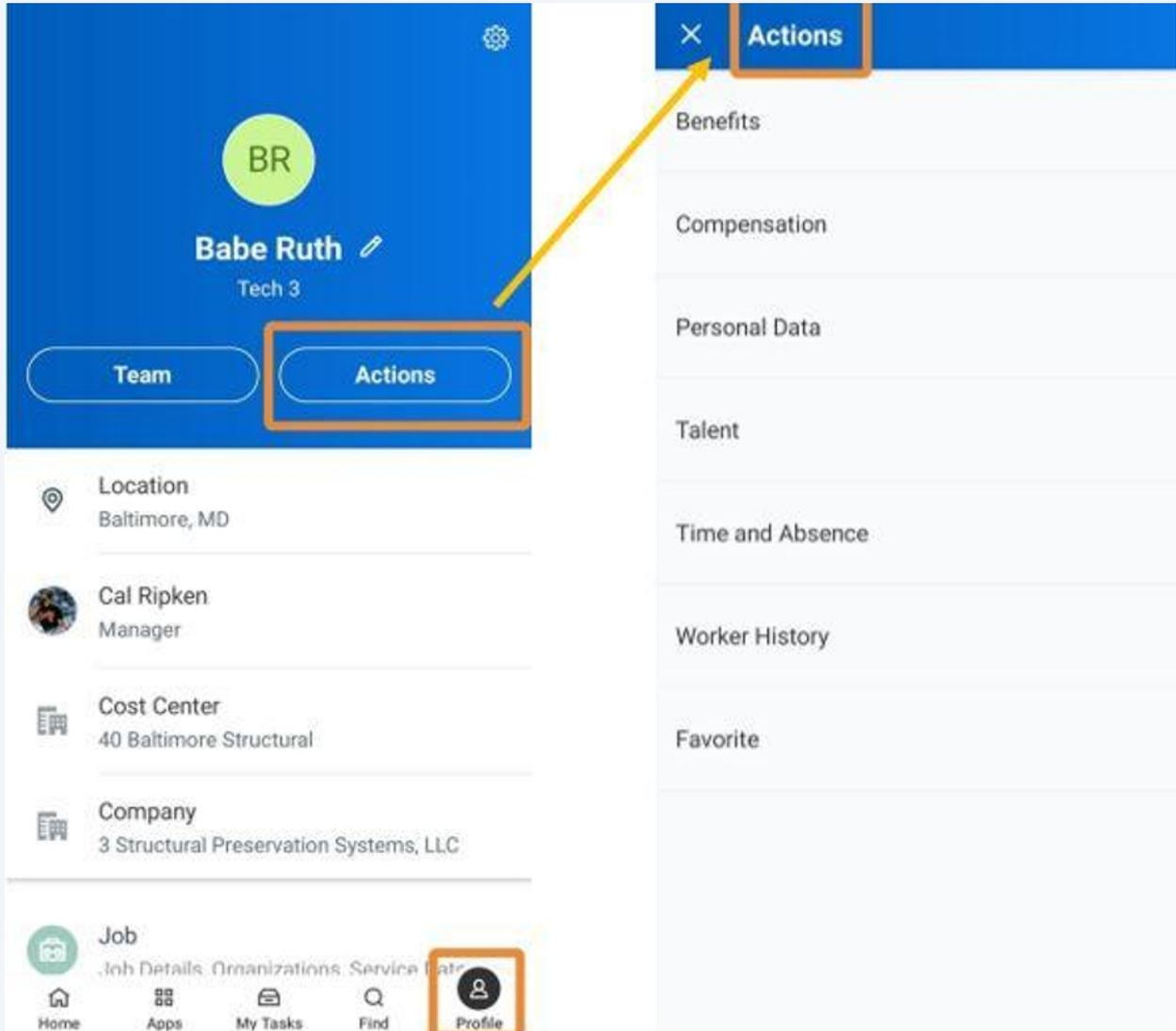
**5** **Profile Button**: allows a worker to review their worker profile and employment information. Scrolling down on this page will show a lot of information to the worker.
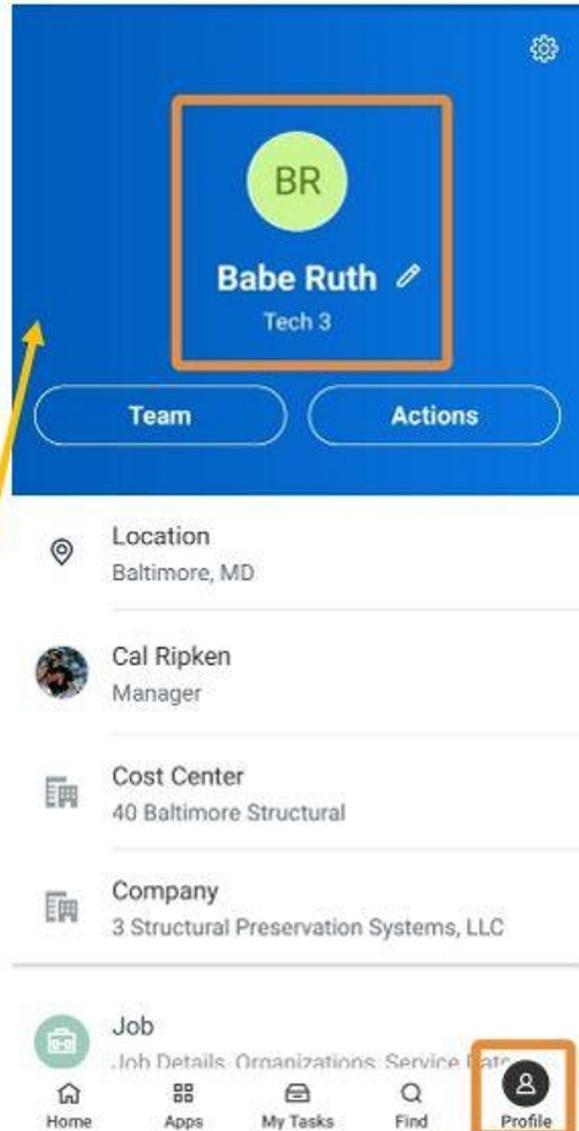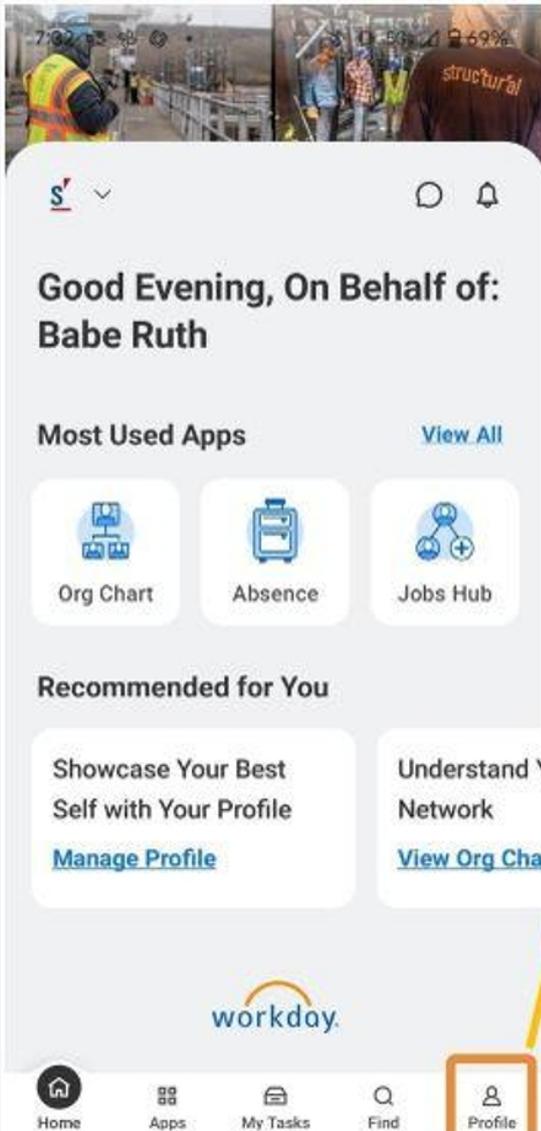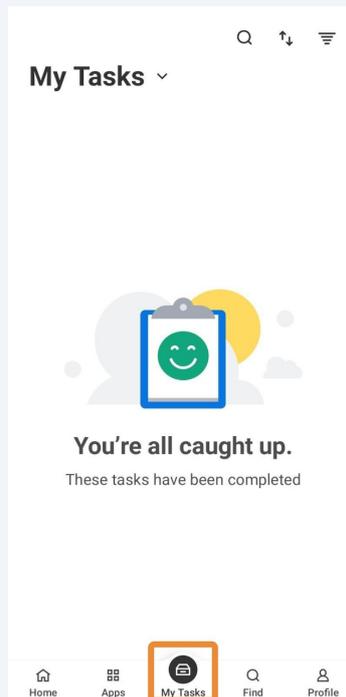
**6** **Actions Button:** allows a worker to view and request changes to their worker record.
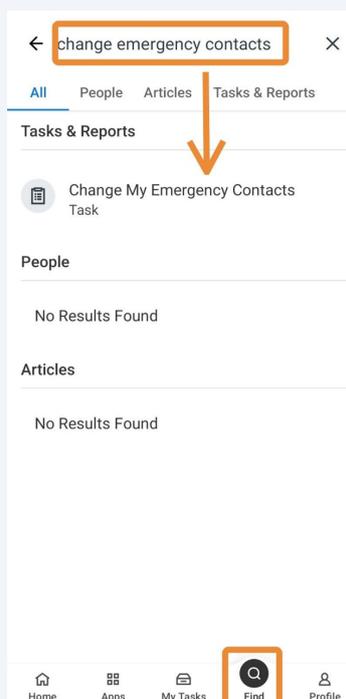
**7** **My Tasks Button**: Workday inbox tasks are items that a worker needs to take action on.



**8** **Find Button**: allows a worker to look for People, Actions, Tasks & Reports. Begin typing something and potential search result matches will appear.

Note: search history is automatically saved. There will be a "clear" button available, should the search history need to be cleared.

**9** **Apps button**: displays commonly used Apps available to the worker's role in Workday. Note: the Apps may be different for different workers.
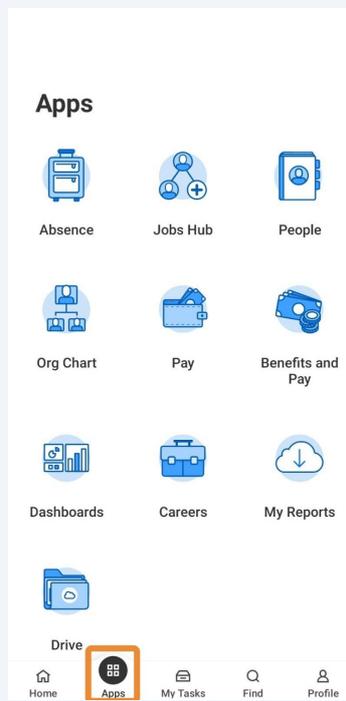
**10** **Benefits & Pay App**: view worker payment elections, change benefits, download tax document, etc

**Note**: worker paystubs will not be visible until Workday Payroll goes live in October 2025.*

← 

**Benefits and Pay** ˅

**Tasks and Reports**

( Payment Elections )  ( Change Benefits )  (

**Overview**

**Most Recent Pay**
You have no existing payslips.

**Current Benefit Costs**

**$0.00**
**Employee Cost (Weekly)**

( View Benefit Details )

**Annual Total Rewards** ⓘ
~~Package~~