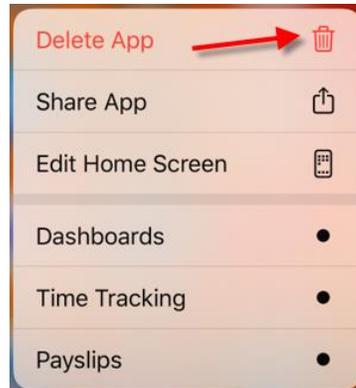


Workday iOS app removal and installation on DOT owned devices

Removal:

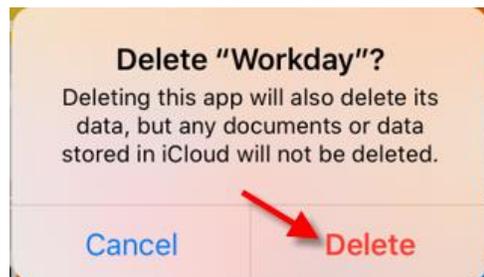
Press and hold the Workday icon. A pop-up menu will appear.

Tap on **Delete App**

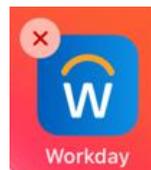


You will be prompted to Delete “Workday”? Tap **Delete**.

****Note:** Your data is in the cloud and will be downloaded again when the app is reinstalled.



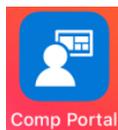
****Note:** depending on your version of iOS you may not get the pop-up menu. In this case, long press the Workday icon until it starts to wiggle and there is a X in the upper left corner. Tap the X to delete the app. After deleting, press the round menu button on the front of the device to stop the icons wiggling.



After deleting the app, all the icons on the screen will shift and fill the blank space.

Installing the Workday app:

Open the Company Portal app.

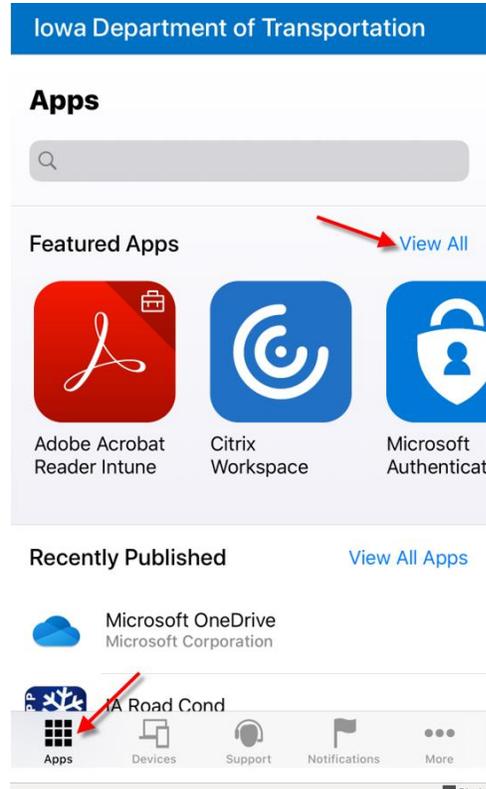


Confirm you are on the Apps screen (see picture below)

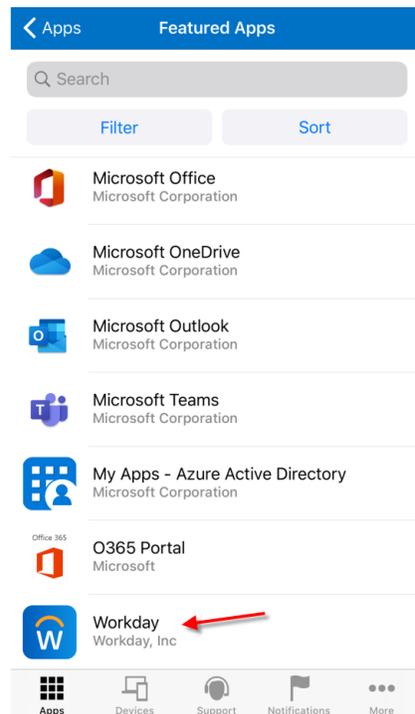


Workday iOS app removal and installation on DOT owned devices

Tap on **Featured Apps – View All**



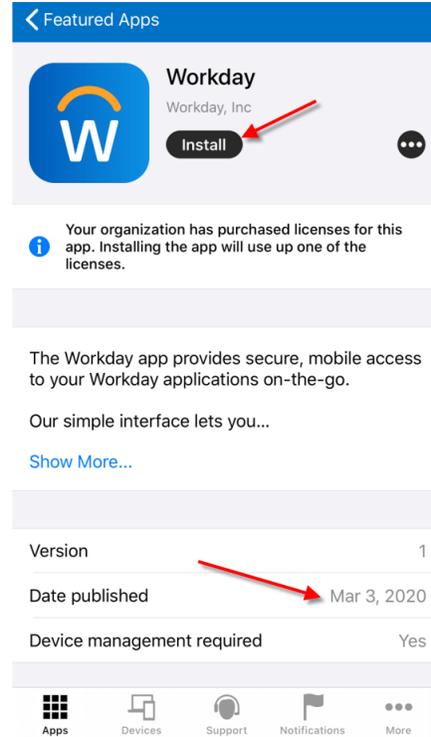
Scroll to the bottom of the list and **Tap on Workday**



Workday iOS app removal and installation on DOT owned devices

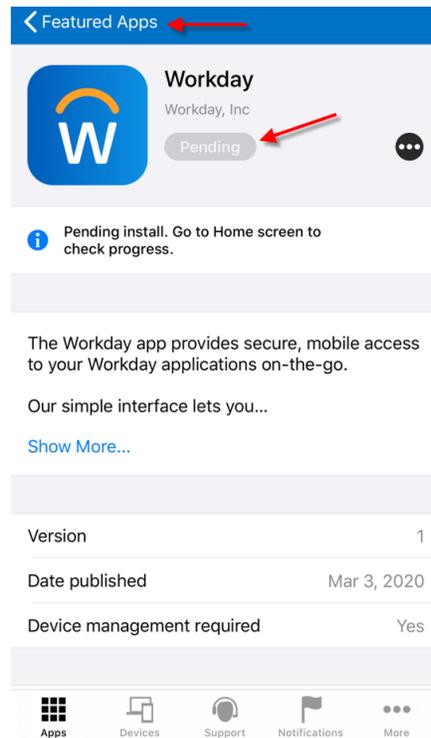
Tap on **Install**.

****Note:** Date published will not always be the one shown. As the app is updated, this date will change.



The install will change to **Pending**.

To go back to the Company Portal home screen tap the **<Featured Apps** at the top of the screen.



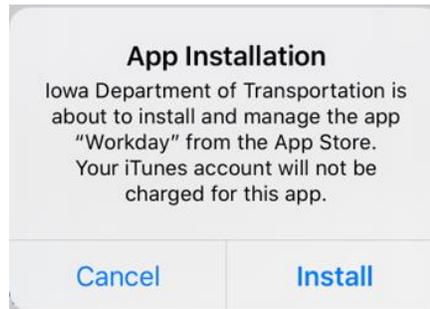
Workday iOS app removal and installation on DOT owned devices

Tap <Apps to go back to the Comp Portal Apps screen



After a few minutes, you will get the pop up screen for App Installation.

****Note:** It can take up to 15 minutes for the install box to pop up. It will pop up over the screen/app you are in.

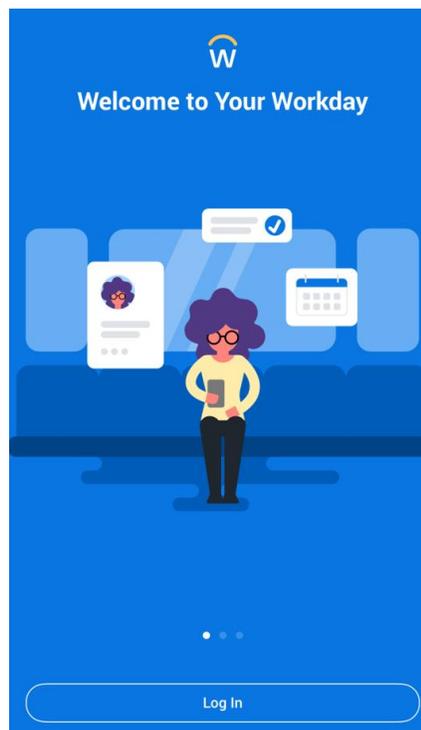


Tap **Install** on the App Installation pop up

****Note:** you might be prompted to sign into your Apple ID with a password. If you don't know your password, please call the Help Desk for assistance. (515) 239-1075

Tap the round menu button on the front of the iOS/Apple device to bring you back to the iPad home screen. Swipe across the screens until you find the Workday icon.

Tap on **Log In**



Workday iOS app removal and installation on DOT owned devices

Type in **lowadot** in Organization ID

Tap **GO** on the keyboard

Enter or scan your Organization ID



lowadot

Sign in with your DOT email address and network password.



Sign in

Email, phone, or Skype

[Can't access your account?](#)

[Sign-in options](#)

Next

****Note:** if you are not on the employee only wireless network at a DOT site, you will be prompted for Multi Factor Authentication. Be prepared to approve the sign in request from the App, Text or a Phone Call.



julie.ball@iowadot.us

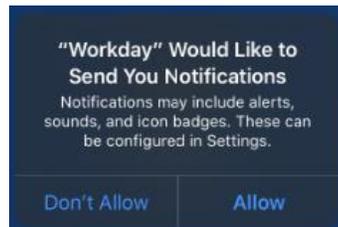
Approve sign in request

 We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond.

Having trouble? [Sign in another way](#)

[More information](#)

Tap **Allow** on "Workday" Would like to send you notifications.



Tap **OK** on Workday Notifications

