


The City of Baltimore Workday website can be easily accessed through an internet web browser or through the Workday mobile application. This job aid covers the process of navigating to the Workday website via a web browser or mobile application.

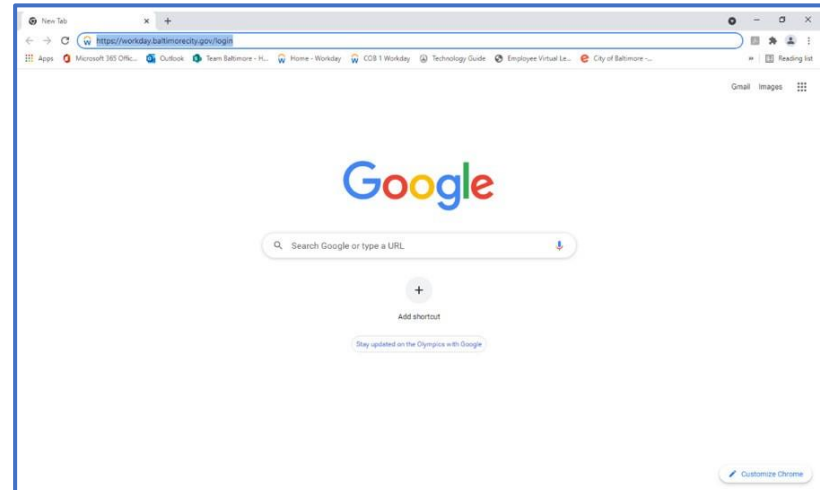
## NAVIGATING TO WORKDAY VIA WEB BROWSER

1. On your computer desktop, double-click the icon of your web browser of choice. Once you double-click the icon, the web browser's home page will open.

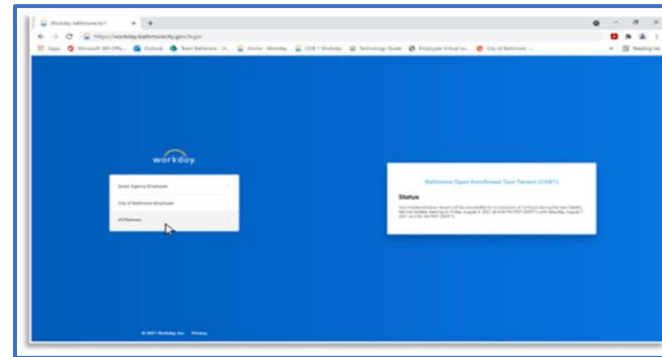


 **Note:** Workday can be accessed through any of the following web browsers: Google Chrome, Internet Explorer, Microsoft Edge, or Firefox.

2. Click on the web browser's Search bar and type the following internet URL: <https://workday.baltimorecity.gov/login> Press the “Enter” key on your keyboard to continue.



3. You are now at the City of Baltimore Workday website and can proceed to log into your Retiree profile.



NAVIGATING TO WORKDAY VIA MOBILE APP

STEP 1: INSTALLING THE WORKDAY FOR MOBILE ACCESS

ANDROID

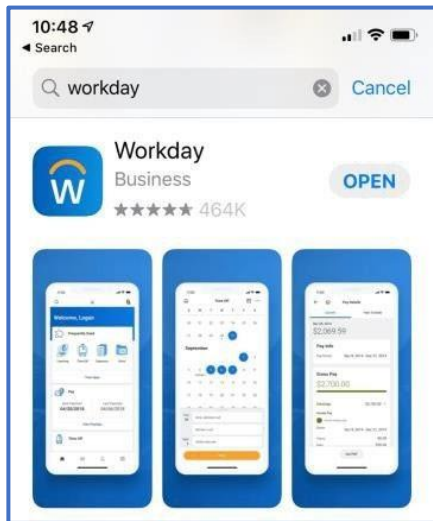
To download the Workday Mobile app on your Android device:

1. From your device, navigate to the Google Play Store.
2. Enter **Workday** in the search field and select **Workday** from the results.
3. Tap **Install**, then **Open** to launch the Workday Mobile app.

IPAD AND IPHONE

To download the Workday Mobile app on your iPad or iPhone:

1. From your device, navigate to the App Store.
2. Enter **Workday** in the search field and select Workday from the results.
3. Tap **Get**, then Install.
4. Tap **Open** once the app has downloaded.



STEP 2:

1. Tap the “**Log In**” button to complete initial setup steps, accept the license agreements and enter the company settings.



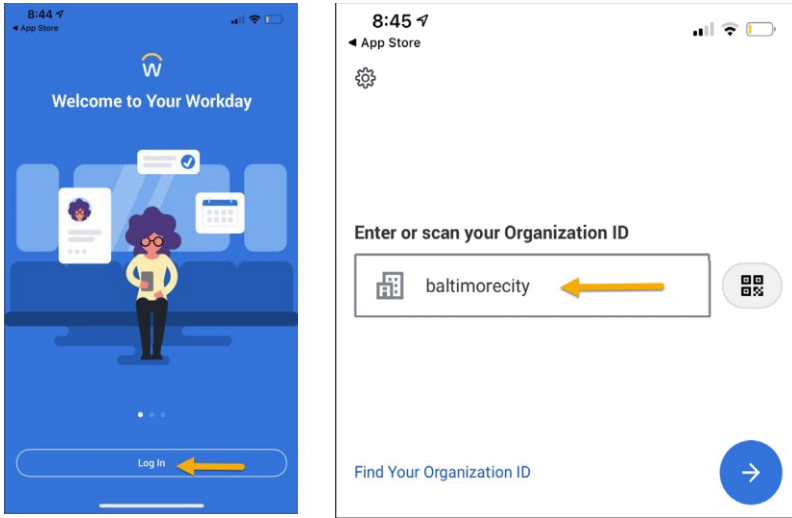
Note: There are several ways to enter company credentials to access Workday Mobile. The following set of instructions covers the settings method and QR code access from the Workday desktop. Alternatively, you can use the mobile setup instructions in the app. **If you have successfully accessed your Workday account, you can skip the following setup instructions in the future.**

# Getting Started

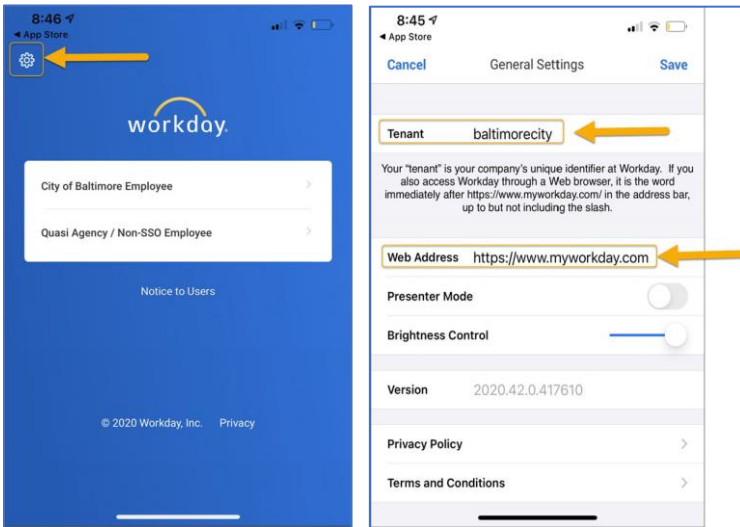
# Navigating to Workday

# Retiree Job Aide

- 2. Tap **Log In**, then when asked to enter or scan your Organization Id, enter "baltimorecity".



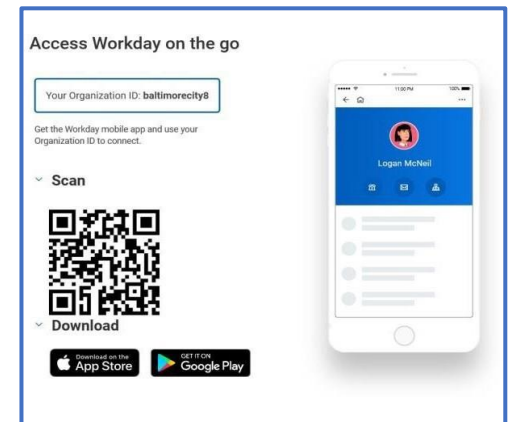
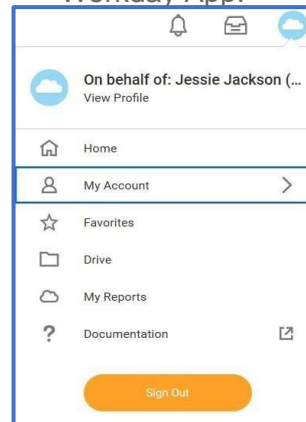
- 3. Click the Gear button and ensure that Tenant is "baltimorecity" and Web Address is <http://www.myworkday.com>.



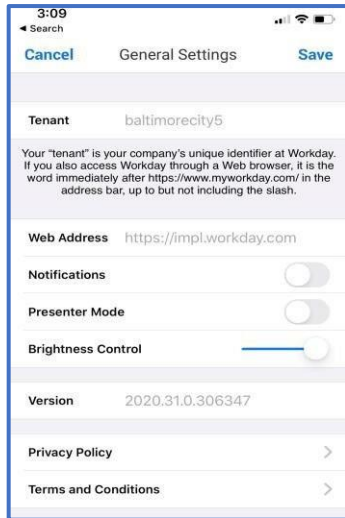
- 4 Tap **City of Baltimore** for single sign on or to log in.
- 5. Once you select City of Baltimore, your sign in is the same as your computer, or email with your email address.



- 6. Another way to access the mobile app is to scan the QR code from your desk top app. To access the QR code, select **My Account** from your cloud icon on the upper right side of your Workday home page. A window will pop up with the name of the organization and the QR code. To scan the QR code, hold your camera over the area to scan. This sends a link to your mobile device to download the Workday App.



7. Enter or scan your **Organization ID** or tap **Settings** to add specifics about your organization's tenant.



8. From settings, enter company's Workday web address. Afterwards, tap **Save**.
9. Enter your username and password and tap **Sign In**.
10. Tap **OK** to enable push notifications and save.
11. You are now ready to log into your Workday profile.

### STILL HAVE QUESTIONS ABOUT WORKDAY?

For additional support or log in and/or password reset issues:

- If your email address ends with **@baltimorecity.gov** or **@baltimorepolice.org**, reference the guide posted at <https://bcitguide.baltimorecity.gov/Default.aspx?p=9>
- For all other email addresses, please call the BCIT service desk at 410-396-6648 for assistance.