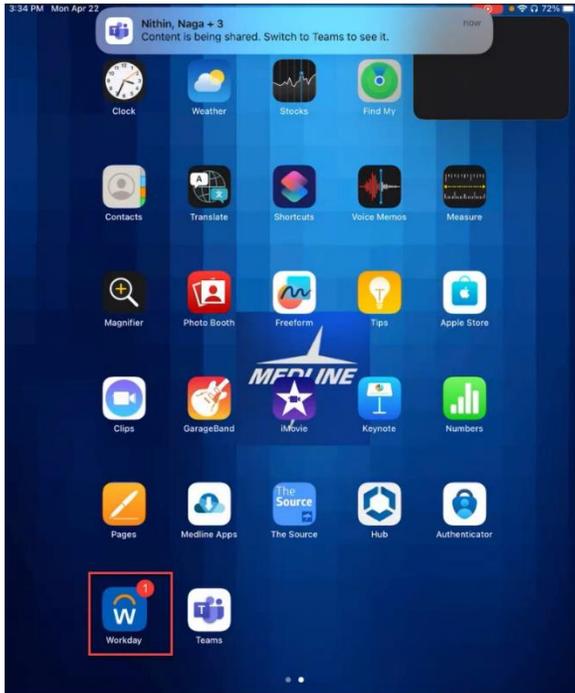


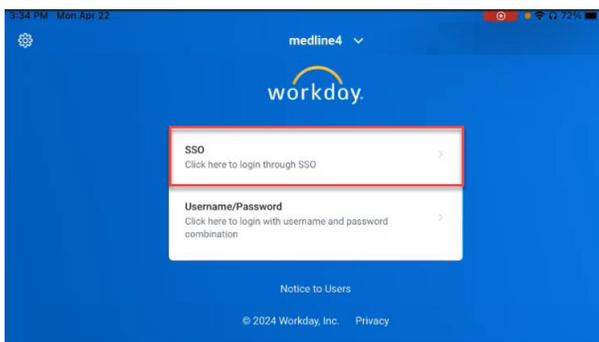
Login from Personal Device

To access Workday from your personal Android or Apple device:

1. Select the Workday app on your cell phone or tablet.



2. Tap the SSO option.



3. Enter the Username you were given.
4. Then, tap **Next**.

Sign in

Email, phone, or Skype

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

Next

Sign-in options

5. Enter the temporary password you were given.
6. Then, tap Sign in

← esmiths@medline.com

Enter password

Password

[Forgot my password](#)

Sign in

7. On the More information required screen, tap **Next**.

esmiths@medline.com

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

8. Enter a phone number that can be used to verify your Identity. When using a personal device, you will be prompted to verify your identity with a passcode each time you log in to Workday.
9. Tap **Next** after entering your phone number.

Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1)

Receive a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

10. Enter the six-digit verification code you received.
11. Tap **Next**.

Keep your account secure

Phone

We just sent a 6 digit code to . Enter the code below.

Back Next

12. On the Verification Complete screen, tap **Next**.

Keep your account secure

Phone

Verification complete. Your phone has been registered.

Next

13. On the Success screen, tap **Done**.

Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone
+1 9133684483

Done

14. In **Current password**, enter the temporary password you were given.
15. In **New password**, enter a new password that you can remember.
 - a. The new password must follow all Medline’s enterprise security standards for passwords, including:
 - b. The new password must be at least 8 characters long,
 - c. Contain at least one letter, one number, and one symbol.
 - d. It also cannot contain your username.
16. In **Confirm password**, retype your new password again.
17. Then, tap **Sign in**.

esmiths@medline.com

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

18. The Workday app will open. You have successfully completed the first-time login.
19. If Enable Push Notifications displays, tap Cancel. Otherwise, you will get a notification on your device for any Workday update.

