



## Accessing the Workday Mobile App (for iPhone/iPad and Android)

### Step 1: Verify you have your login information

► **For employees and contingent workers with Suncor devices or personal devices enrolled with the Intune Company Portal app**, the Workday app will be pushed to your device via Company Portal, so skip to Step 3.



► **For employees, contingent workers, and service center representatives with personal devices not enrolled with the Intune Company Portal app**, you will need to first install the Microsoft Authenticator (MFA) app and add your Suncor work account ([see instructions here](#)). This will enable you to log into the Workday app via single sign on.

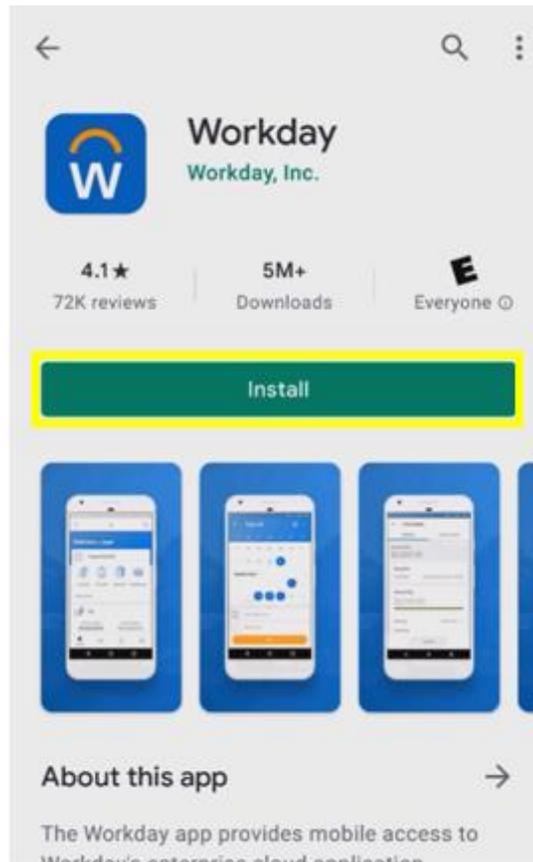


► **For contractors**, your username will be your badge ID number and if this is your first time logging into Workday then your default password will be your badge ID number + Welcome! (ex.123456Welcome!). Upon first log in you will be prompted to create a new password and set-up security questions. If you have logged into Workday before, use the new password you created.

If you do not know your login information, contact the Client Support Centre (CSC) at 1-866-276-7800 or [CLIENTSUPPORT@suncor.com](mailto:CLIENTSUPPORT@suncor.com).

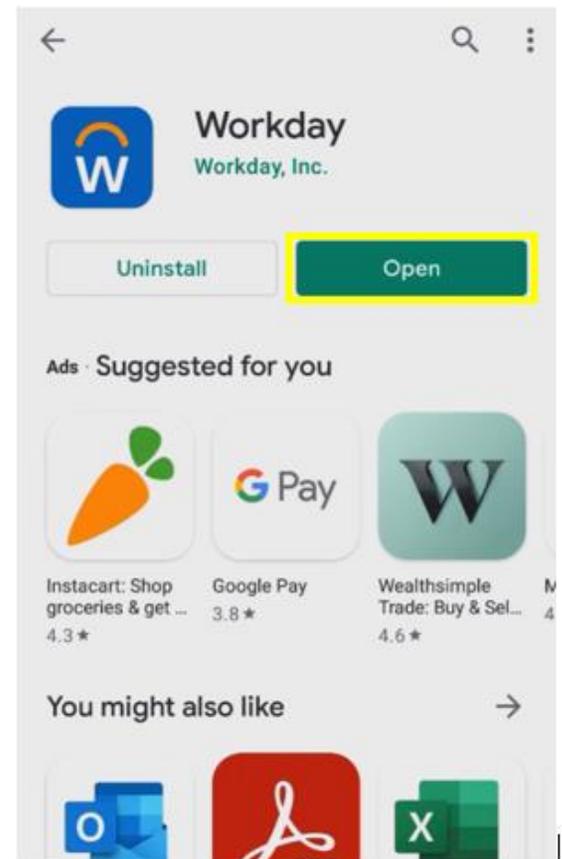
### Step 2: Install the Workday app

- Go to the App Store (for iOS users) or Google Play (for Android users).
- Search 'Workday' and install app.



### Step 3: Open the Workday app

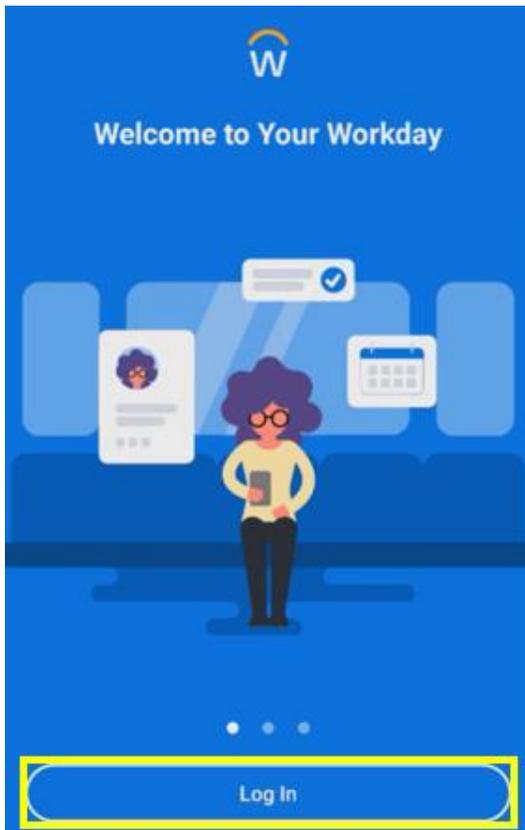
- Open the installed Workday app.





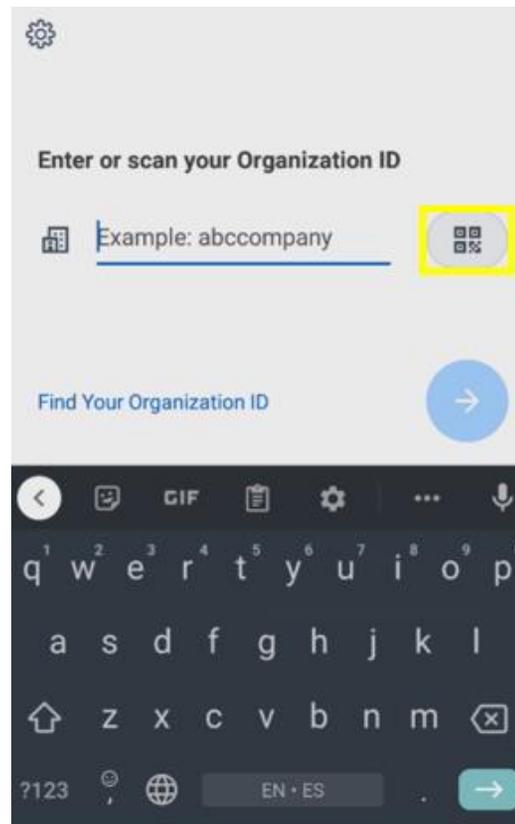
### Step 4: Login to the Workday app

- ▶ Click 'log in.'



### Step 5: Enter the organization ID

- ▶ Type in Suncor's Org. ID 'Suncor' or select the highlighted icon and scan this QR code.



### Step 6: Choose correct login option

- ▶ If you are an employee, contingent worker or service center representative, select the first option for single sign-on (if you get an error, see step 1 and ensure you are signed into the MFA app or the Intune Company Portal app).
- ▶ If you are a contractor, select the second option and enter your username and password.

