

If you have questions related to the information provided on this tip sheet, please contact the IT Service Desk: it.miami.edu/help.

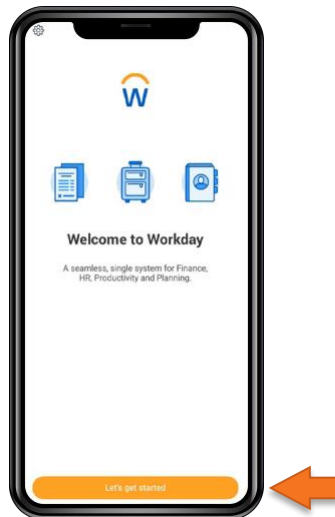
Quick Links: [Get Started](#) – [UM Single Sign-On](#) – [Navigation Menu](#)

Get Started

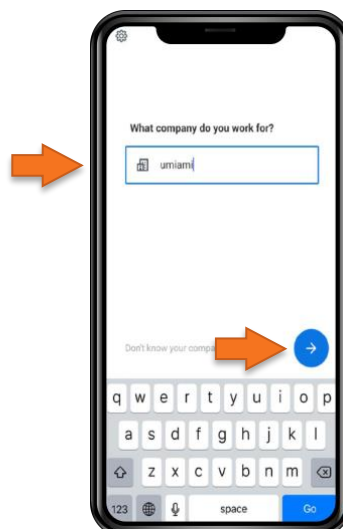
From your mobile device, **download** the Workday Mobile App from the [App Store](#) or [Google Play](#).



Once the app has downloaded, open the app and tap **Let's get started**.

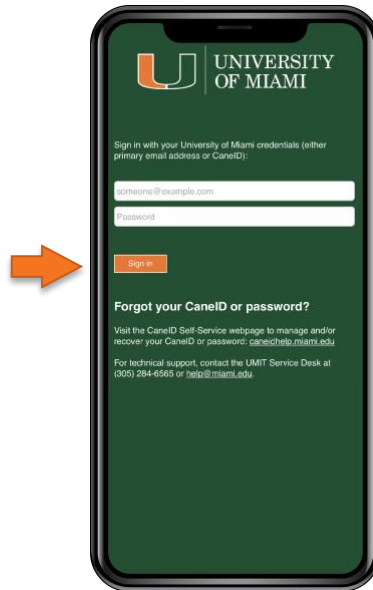


When prompted, enter **umiami** and tap the **blue arrow icon**.

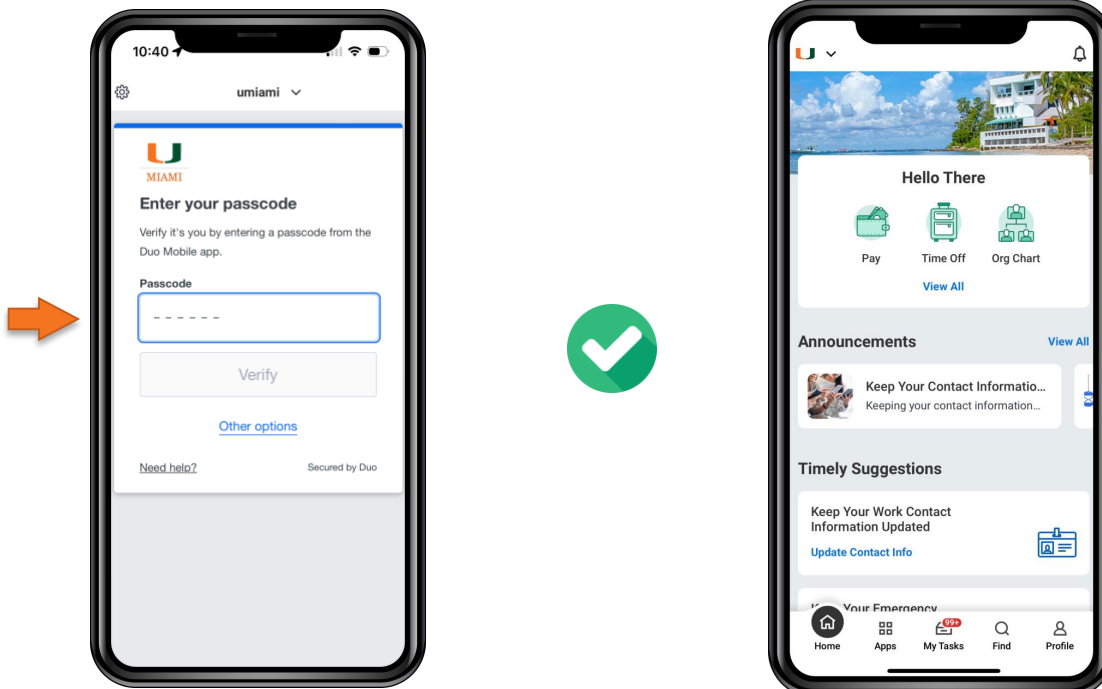


UM Single Sign-On

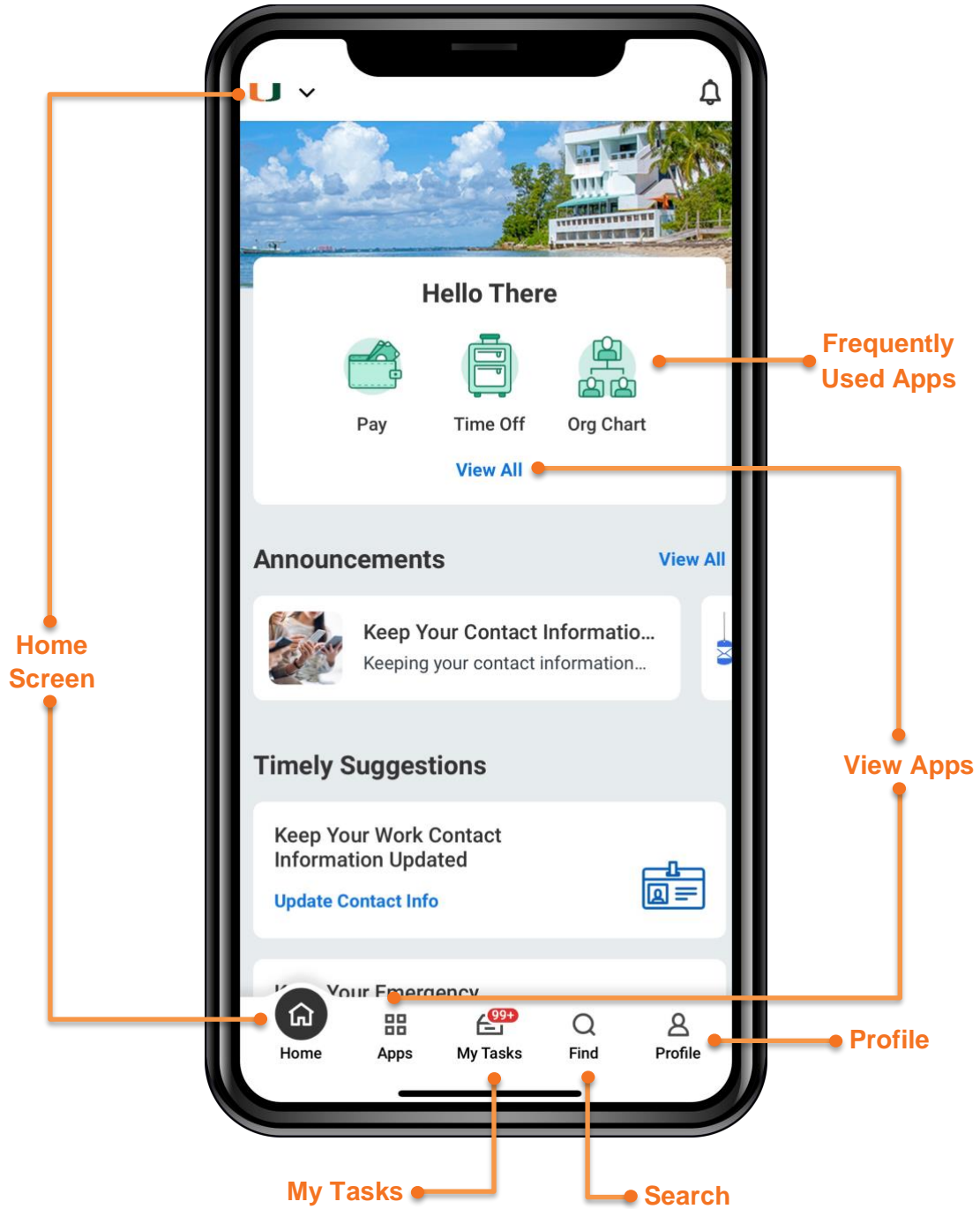
At the CaneID login screen, enter your University of Miami credentials and select **Sign in**.












The Duo Multi-Factor Authentication screen appears, requesting a passcode. Use the [Duo Mobile app](#) or [hardware token](#) to generate a passcode. **Type the passcode** in the passcode field and select **Verify**.



Navigation Menu



App	Description	Employee	Manager
 Benefits and Pay	View information about beneficiaries and dependents, pay slips, and W-2.	●	●
 Careers	Search for jobs and refer candidates.	●	●
 Expenses	Capture receipts and submit expense reports.	●	●
 Time Off	View time balances and request or correct time off.	●	●
 Check In/Out	Enter Time and check or check out.	●	●
 Org Chart	View organization chart.		●
 Team	Quickly access your direct reports' profiles.		●
 Recruiting	Search for candidates and view details for candidates, jobs, and prospects.		●
 My Tasks	Approve direct reports' time off requests, expense reports, and photo changes.		●