

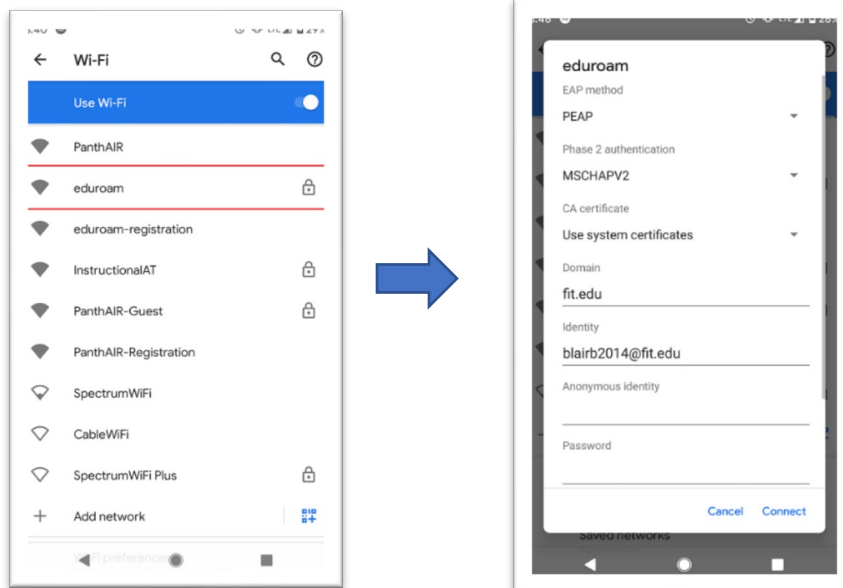
Setting up and Connecting to Workday on a Mobile Device

Updating TRACKS

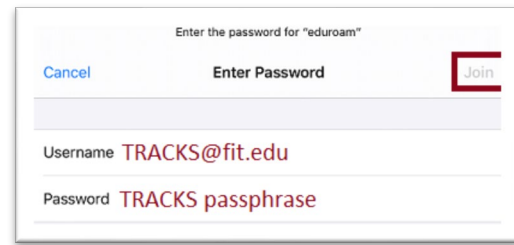
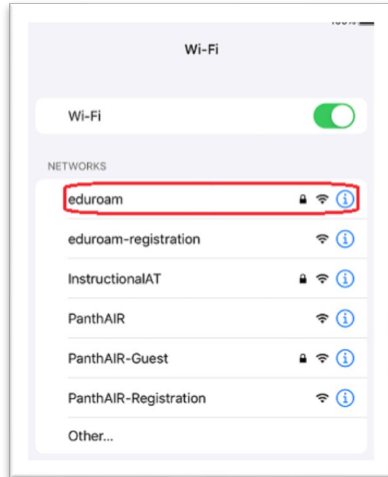
1. TRACKS username was issued when you started your employment at Florida Tech
 - a. In most cases, ID's are first initial and last name
 - i. In some cases, last names may be shortened if longer than 7 letters
 - b. It is also the beginning of the @fit.edu email address
2. If you know TRACKS username, but forgot password:
 - a. Log onto one of the Florida Tech applications
 - i. Workday will work for authentication
 - b. Click the "Forgot your TRACKS Password" below the login button
 - c. Answer security questions
 - d. If you forgot your answers, contact Tech Support at 321-674-7284
3. If you do not know TRACKS username or password:
 - a. Contact Tech Support 321-674-7284

Connecting to Florida Tech Wi-Fi

1. Connecting to Wi-Fi ("eduroam")
 - a. Android Devices:
 - i. Make sure Wi-Fi is turned on and open the Wi-Fi networks. Tap on "eduroam" to connect
 - ii. Enter TRACKS username in the Identity field followed by @fit.edu. Example: blairb2014@fit.edu
 - iii. Scroll down to the password field, type TRACKS password
 - iv. Tap "Connect"



- b. Apple Devices (iOS):
 - i. Open Settings and choose Wi-Fi
 - ii. Enter TRACKS username followed by @fit.edu. Example: blairb2014@fit.edu. Then type TRACKS password
 - iii. Tap "Join"



Downloading the Duo Application and Workday Application

1. Download Duo Mobile:
 - a. Log on to “App Store” or “Google Play Store” on wireless device
 - b. Type Duo Mobile in the search bar



- i. The logo looks like this:
 - ii. Download the application
2. Download Workday Mobile application
 - a. Log on to the “App Store” or Google Play Store” on wireless Device
 - b. Type Workday in the search bar



- c. The logo looks like this:
 - d. Download the application

Logging into Workday Mobile



1. Locate Workday Mobile Application
2. Enter the organization code “**floridatech**”, or scan the QR code on the next page
3. Enter TRACKS username and password
4. Click “log-in”
5. Complete Duo authentication
 - a. If first time using DUO, Click the “What is this” below the Florida Tech Logo, will bring to the Duo website with step by step instructions
6. If successful, Workday Mobile Dashboard will be displayed on screen



Login

Enter your TRACKS Username and Password

TRACKS Username:

TRACKS Password:

LOGIN

[Forgot your TRACKS password?](#)



FLORIDA TECH

Choose an authentication method

Duo Push recommended [Send Me a Push](#)

Call Me [Call Me](#)

Passcode [Enter a Passcode](#)

Powered by Duo Security

Remember me for 30 days

Access Workday on the go

Your Organization ID: **floridatech**

Get the Workday mobile app and use your Organization ID to connect.

Scan



Download

