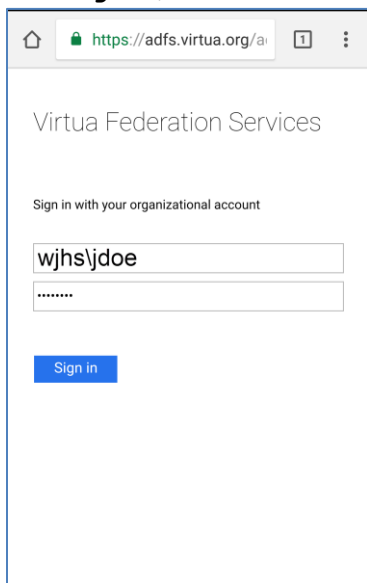## Access *Virtua Works* on-the-go using your mobile device!
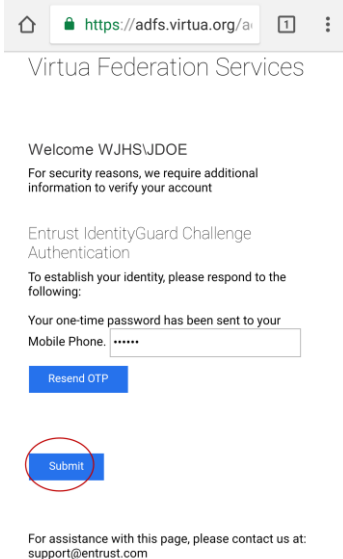
Two options: **Mobile Device Browser** <u>or</u> **Mobile Device *Workday* app**

**Mobile Device Browser** (e.g., Safari, Chrome)
1. Go to https://www.myworkday.com/virtua
2. Enter **wjhs***username* and network password and click **Sign In**.

3. See Entrust Welcome screen

4. Obtain Entrust PIN or Token, depending on which option you chose when you enrolled.
   a. If you chose the Entrust mobile app option, launch Entrust app to generate a Token
   b. If you chose the one-time password (OTP) option, obtain your one-time PIN via text

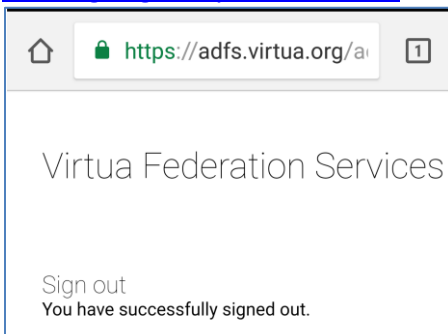5. <u>Enter the Token/PIN on Entrust Welcome screen and click **Submit**</u>

Expected outcome: Your personal Virtua Works home page should open:
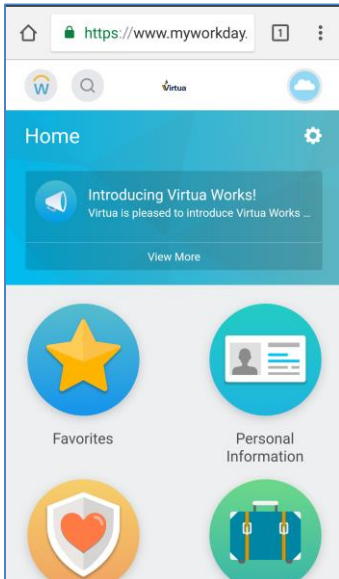
To sign out of Virtua Works, click your name and select **Sign Out** from menu:
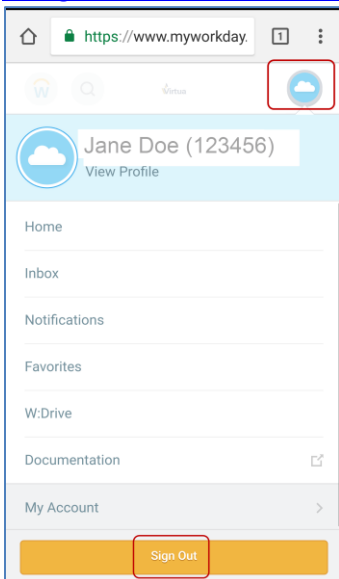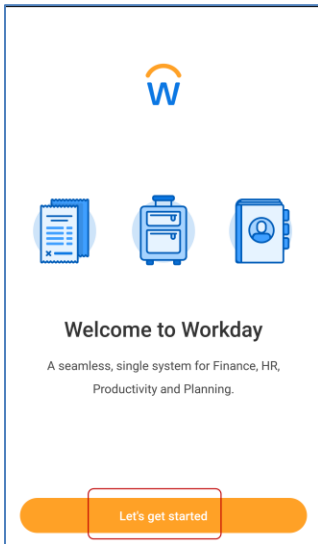

After signing out, you should see:

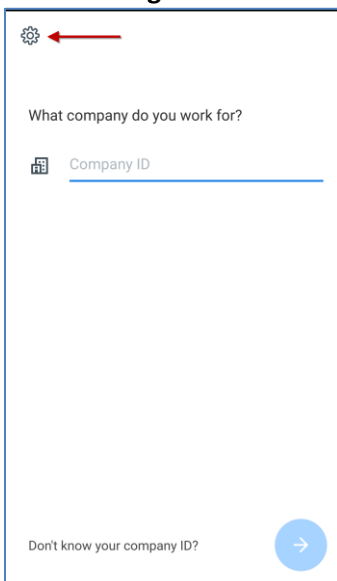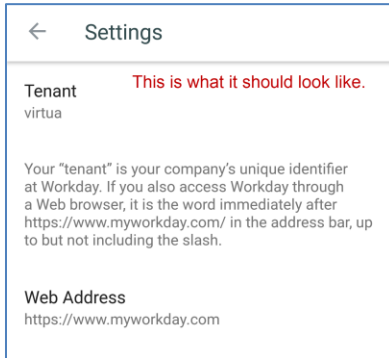**Mobile Device Workday App** (iOS or Android)

1. Install the Workday App

2. Open the Workday app and click **Let's get started**

3. Click on the **gear icon**:

4. Enter the following information:
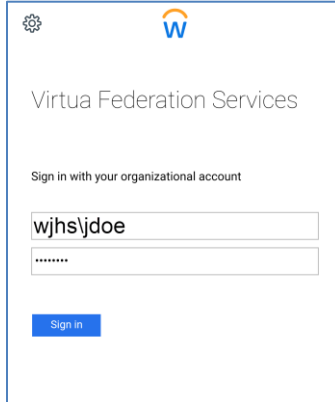   a. Tenant: **virtua**
    b. Web Address: **https://www.myworkday.com**

5. Return to previous screen
6. Enter **wjhs***username* and network password and click **Sign In**.
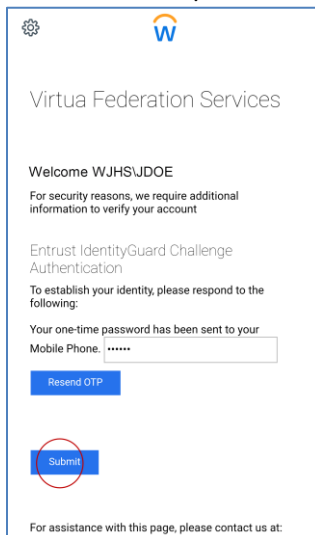
7. See Entrust Welcome screen
8. Obtain Entrust PIN or token, depending on which option you chose when you enrolled
    a. If you chose the Entrust mobile app option, launch Entrust app to generate a token
    b. If you chose the one-time password (OTP) option, Click **Use Temporary PIN** to obtain a PIN via text
9. Enter the Token/PIN on Entrust Welcome screen and click **Submit**

Expected outcome: Your personal Virtua Works home page should open.

To sign out of Virtua Works, click your name and select **Sign Out** from menu: