Access *Virtua Works* on-the-go using your mobile device!

Two options: **Mobile Device Browser** or **Mobile Device Workday** app

**Mobile Device Browser** (e.g., Safari, Chrome)

1. Go to [https://www.myworkday.com/virtua](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. 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:

After signing out, you should see:

**Virtua Federation Services**

Sign out
You have successfully signed out.
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
EMPLOYEE: Mobile Access

Quick Reference Guide

**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: