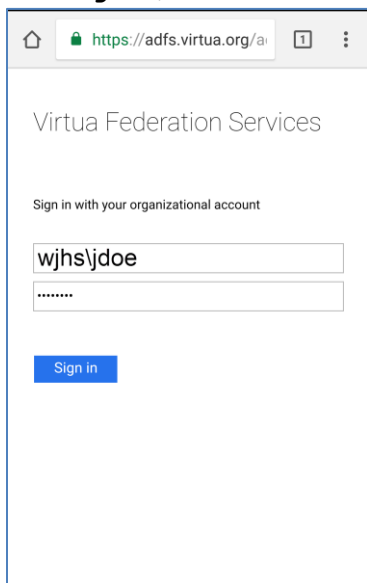


Access Virtua Works on-the-go using your mobile device!

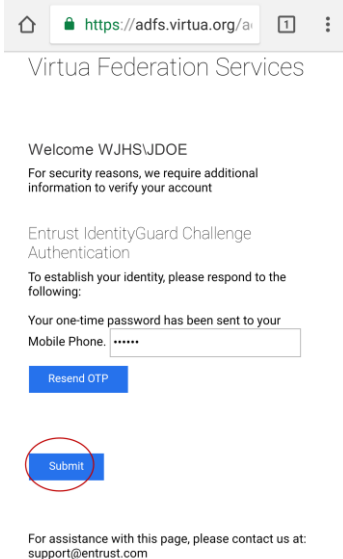
Two options: **Mobile Device Browser** or **Mobile Device Workday app**

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

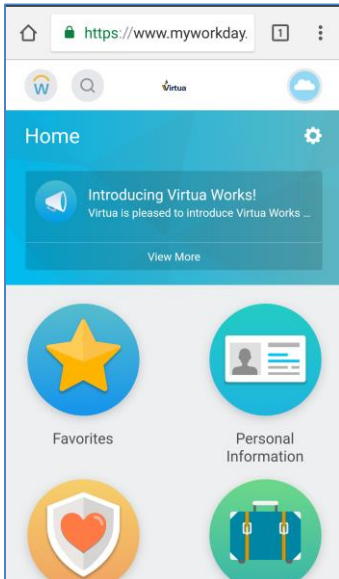
1. Go to <https://www.myworkday.com/virtua>
2. Enter **wjhs\username** and network password and click **Sign In**.



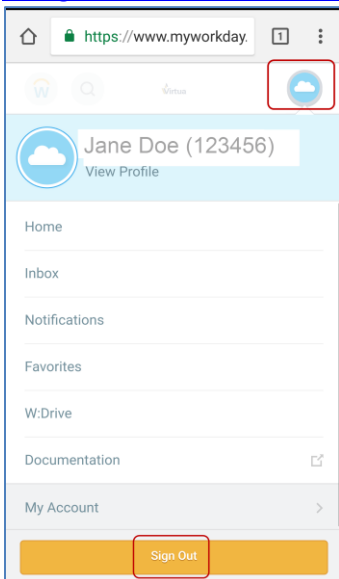
3. See Entrust Welcome screen
4. Obtain Entrust PIN or Token, depending on which option you chose when you enrolled.
 - a. If you chose the Entrust mobile app option, launch Entrust app to generate a Token
 - b. If you chose the one-time password (OTP) option, obtain your one-time PIN via text
5. Enter the Token/PIN on Entrust Welcome screen and click **Submit**



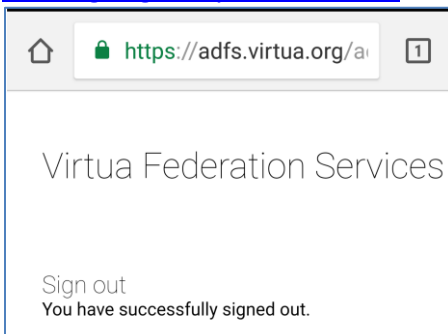
Expected outcome: [Your personal Virtua Works home page should open:](#)



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



After signing out, you should see:



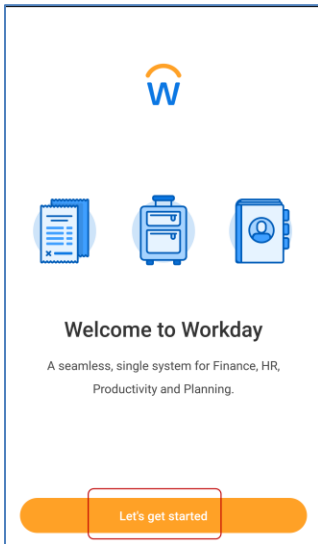


Mobile Device Workday App (iOS or Android)

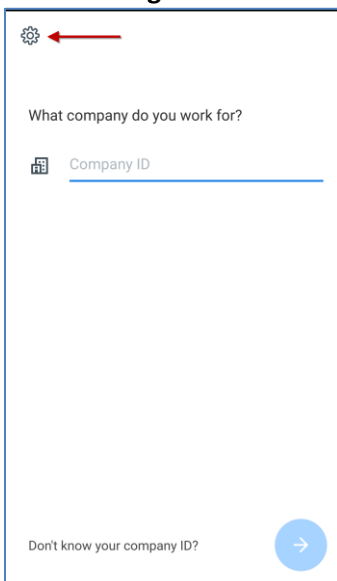
1. Install the Workday App



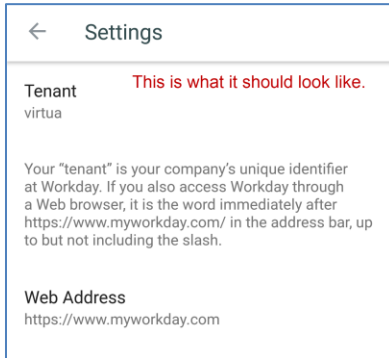
2. Open the Workday app and click **Let's get started**



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



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



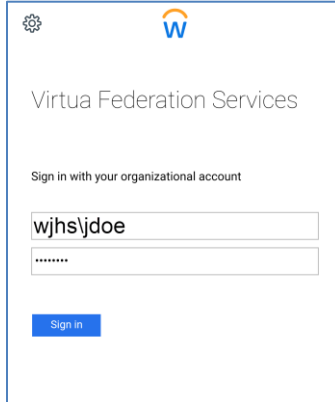
← Settings

Tenant **This is what it should look like.**
virtua

Your "tenant" is your company's unique identifier at Workday. If you also access Workday through a Web browser, it is the word immediately after <https://www.myworkday.com/> in the address bar, up to but not including the slash.

Web Address
<https://www.myworkday.com>

5. Return to previous screen
6. Enter **wjhs\username** and network password and click **Sign In**.



Virtua Federation Services

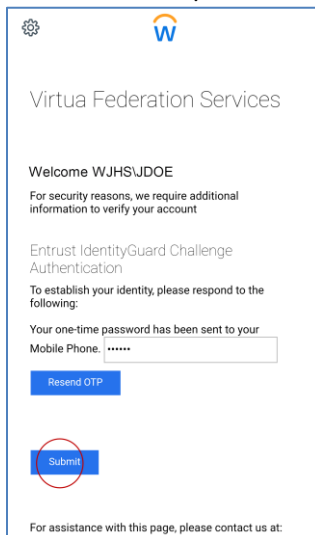
Sign in with your organizational account

wjhs\jdoe

.....

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**



Virtua Federation Services

Welcome WJHSJDOE

For security reasons, we require additional information to verify your account

Entrust IdentityGuard Challenge Authentication

To establish your identity, please respond to the following:

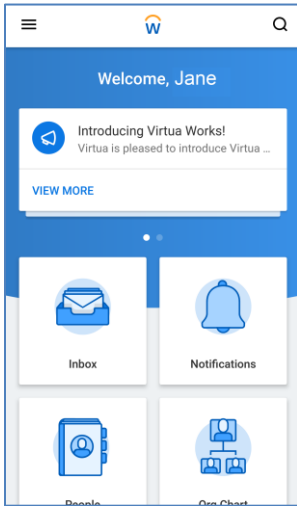
Your one-time password has been sent to your Mobile Phone.

Resend OTP

Submit

For assistance with this page, please contact us at: support@Entrust.com

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:](#)

