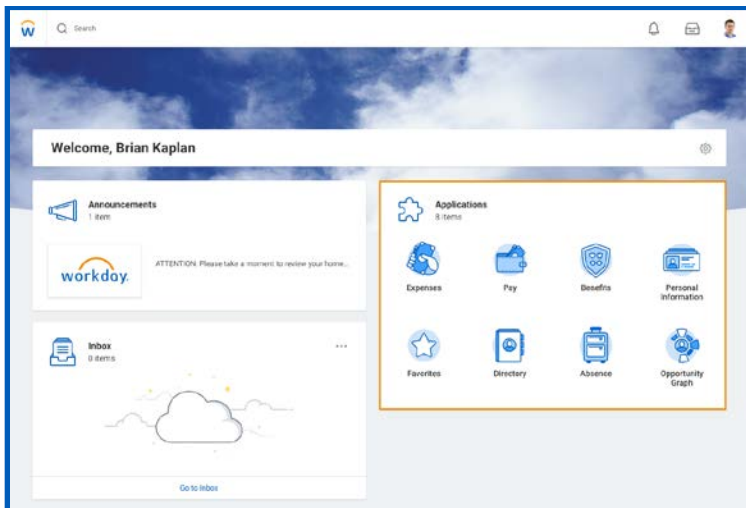


NAVIGATE THE HOME PAGE



Note: Worklets on the Home page are referred to as applications.

The Workday Home page displays applications that provide access to tasks and reports. The Home page is highly configurable, so your organization may display different applications.










CONFIGURE THE HOMEPAGE

If your organization allows, you can add, remove, and rearrange applications on your Home page.

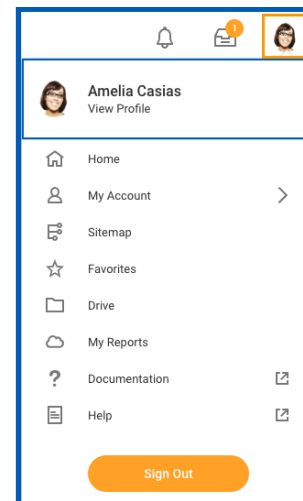
From your Home page:

1. Click the **Configure Applications**  icon in the upper-right corner. The Configure Worklets page displays.

2. Click the **Add Row**  icon to add a new worklet.
3. Click the **prompt**  icon to select from the list of existing worklets.
4. Click the **Remove Row**  icon to remove a worklet from the Home page.
5. Click the **Move Row Up** arrow  or **Move Row Down** arrow  to reorder the worklets. To move a worklet to the first or last position, use the **Move Row to Top**  or **Move Row to Bottom** arrows .
6. Click **OK** and **Done**.

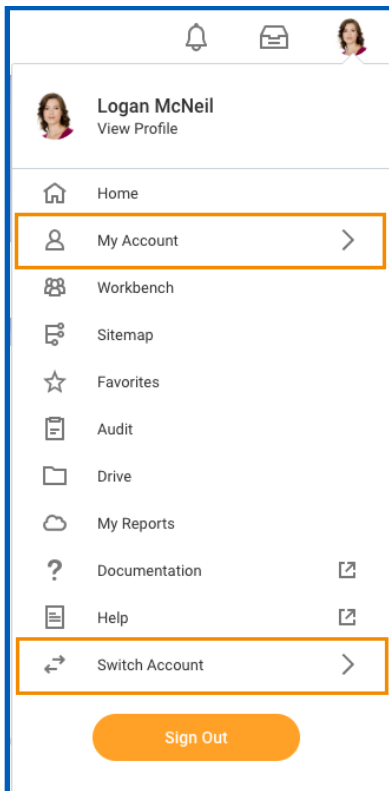
RELATED ACTIONS AND THE PROFILE MENU

The Profile menu contains links to the Home page, My Account, and Favorites, to name a few.

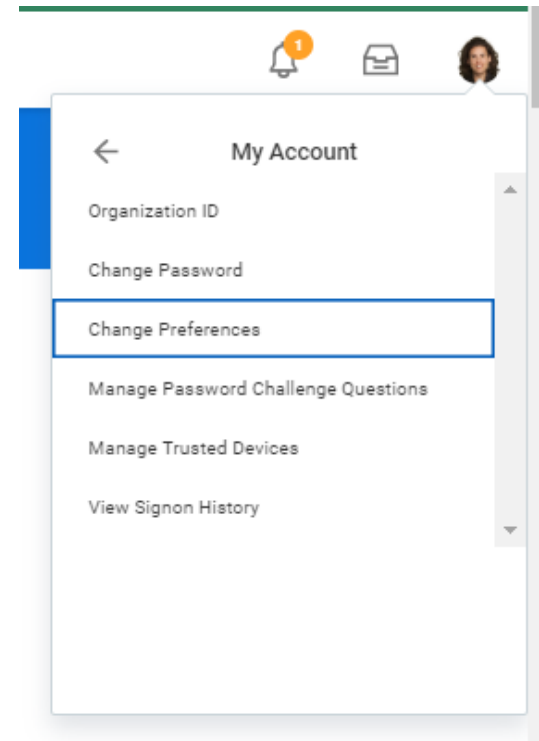


CHANGE YOUR ACCOUNT SETTINGS

You can easily change your account settings in Workday. Click your Profile icon in the top-right corner of your Home page, then select **My Account**. From here, you can access your organization ID, change your password, and manage your account preferences. You can also edit your password challenge questions, survey your trusted devices, and view sign-in history. If you are a **delegate**, click **Switch Account** to switch between accounts.



MANAGE YOUR ACCOUNT PREFERENCES



Note: Above view may differ based on your company's configuration.

Select [Change Preferences](#)

Review each preferences and update accordingly. Please note your organization may have preferences defaulted to a selected setting.

NOTIFICATIONS

You have the option to change how you receive your notifications on the listed channels. (Note: Your organization may not have all channels enabled in your tenant)

CHANNELS

Select your channel of choice to update your settings.

Click here to sort

Email
Mobile Push Notification
Pop-up notification
Webhooks

PARENT NOTIFICATION TYPE

Email notifications can be personalized as needed. You can update each notification type to be received by selecting the appropriate frequency.

Channel

Parent Notification Type Business Processes

Notification Type Approvals
Frequency * <input type="text" value="x Immediately"/>
Notification Type
Frequency * <input type="radio"/> Daily
<input checked="" type="radio"/> Immediately
<input type="radio"/> Mute
Notification Type Delegation Notifications
Frequency * <input type="text" value="x Immediately"/>
Notification Type Reassign Notifications
Frequency * <input type="text" value="x Mute"/>
Notification Type Tasks
Frequency * <input type="text" value="x Mute"/>

Click **OK** to save your preferences.

Click **DONE** to return to your previous screen.

