

How to change account preferences in Workday

myguide.org

Welcome!

In this guide, you will learn to change account preferences in Workday

-	Q Search Welcome, Jennah Nguyen [C]	¢	Ð	0	
	Inbox 0 items •••• •••• •••• •••• •••• •••• •••• •••• •••• •••• •••• •••• •••• •••• ••••• ••••• ••••• ••••• ••••• ••••••				



Click on "Inbox Items"

Q Search Welcome, Jennah Nguyen [C]	لُبُ الله الله الله الله الله الله الله الل
Inbox O items	Applications 2 items Contingent Workers Contingent Workers Contingent Contingent Workers



Click on "My Account"

_					×
	Q Search			₽ E	9
			0	Jennah Nguyen [C] View Profile	
	Welcome, Jennah Nguyen [C]		ŵ	Home	
	Click on "M	ly Account"	8	My Account	>
	Inbox ···· Applications			Favorites	
	• •			My Reports	
	Contingent Workers Pe	Team erformance	?	Documentation Recovery Assistant Sign Out	>
	Go to Inbox				



Click on "Change Preferences"

		×
Q Search		¢ 🖻 🗢
		My Account Organization ID
Welcome, Jennah Nguyen [C]	Click on "Change Preferences"	Change Preferences
Inbox 0 items	Applications 2 items	Manage Trusted Devices View Signon History
Go to Inbox	Contingent Team Workers Performance	



Select "Mobile Carrier"

efault Currency USD
referred Currency :=
Search Preferences
referred Search Category
Select "Mobile Carrier"
Account Preference
obile Carrier
referred Home Page 🗄
mplified View
now responsive layout for prompts
Vorkflow Preferences
mail Address for Business Processes jennah@edcast.com
uppress Inbox Exceptions
efault Inbox Filter
Background Notification Preferences
when the second s
OK Cancel



Select "Preferred Home Page"

	- VICW	
Default Currency		
Default Currency	USD	
Preferred Currency		:=
Search Preference	s	
Preferred Search Category	:=	
Account Preference	Ce Select "Preferred Home Page	"
Mobile Carrier	©	
Proferred Home Page		1:=
Freierred Home Fage		:=
Simplified View		
Show responsive layout for prompts		
Workflow Preferen	ices	
Email Address for Business Process	es jennah@edcast.com	
Suppress Inbox Exceptions		
Default Inbox Filter		:=
Background Notifi	cation Preferences	
Display a meaning when	rt completes	
OK Canc Display a message when a shared be	el	



Click this checkbox if you want to enable "Simplified View"

Enable Freienen onnendy Neierende view	
Default Currency	USD
Preferred Currency	
Treferred ourreliey	
Secret Dreferences	
Sedicit Preferences	
Preferred Search Category	:=
Account Preferences	
Mobile Carrier	:=
Preferred Home Page	
	Click this checkbox if you want to
Simplified View	
Show responsive layout for prompts	G
Workflow Preference	S
Email Address for Business Processes	ennan@edcast.com
Suppress Inbox Exceptions	
Default Inbox Filter	:=
Background Notificat	ion Preferences
Buckground Notificat	
OK	
Display a message when a shared backgro	



Click this checkbox if you want to enable "Show responsive layout for prompts" option

Enable Freienen onnendy Nererende view	—
Default Currency	USD
Preferred Currency	
Search Preferences	
Preferred Search Category	:=
Account Preferences	
Mahila Garrian	
Mobile Carrier	:=
Preferred Home Page	:=
Simplified View	
Simplified View	enable "Show responsive layout
Show responsive layout for prompts	prompts" option
Westeller Distances	© .
workflow Preference	S
Email Address for Business Processes	jennah@edcast.com
Suppress Inbox Exceptions	
Default Inbox Filter	
Background Notificat	ion Preferences
2	
OK Cancel	
Display a message when a shared backgro	





Click on "OK"

Default Timezone	GMT.05-00 Factorn Time (New York)
Default Hour Clock (from Locale)	12 hour
Preferred Hour Clock	select one
Enable Preferred Currency Reference View	
Default Currency	USD
Preferred Currency	:
Search Preferences	
Preferred Search Category	:=
Account Preferences	
Mobile Carrier	:=
Preferred Home Page	:=
Simplified View	
Show responsive layout for prompts	
Werlden Dreferrer	
worknow Preterence	5
Email Address for Busir Click on "O	< "
ок	



Click on "Done"

Global Preferences	
Olobal Fletelelices	
Default Locale	English (United States) - en_US
Default Display Language	English
Default Timezone	GMT-05:00 Eastern Time (New York)
Default Hour Clock (from Locale)	12 hour
Enable Preferred Currency Reference View	Yes
Default Currency	USD
Search Preferences	
Preferred Search Category (empty)	
Account Preferences	
Preferred Home Page (err	npty)
Simplified View	
Show responsive layout for prompts	
Workflow Preferences	S
Email Address for Business Processes	
Suppress Inbox Exceptions	No
Default Inbox Filter	one"
Done	
Display a message when a background repo	ort completes Yes



Thank You!

myguide.org

