SET UP ACCOUNT PREFERENCES

Depending on how your organization configures Workday, you can edit a variety of features on your account, including languages, search functionality, workflows, and notification preferences.

From the Home page:

1. Click your **Profile Photo** > **My Account** > **Change Preferences**.

2. Change any of the items listed on the Change Preferences page, as allowed by your organization.

3. Click **OK**, then click **Done**.

CHANGE YOUR PASSWORD

From the Home page:

1. Click your **Profile Photo** > **My Account** > **Change Password**.

2. Enter your current password.

3. Enter your new pasord twice.

4. Click **OK**.