

## Change Default Profile View to 'Worker'



## **Overview**

For those users, who own two types of profiles in Workday, that would like to switch their default profile from 'Student' to 'Worker'.

## **Default Profile View**

1. Navigate to View Profile, then My Account.

Josh	ILLIA . Actions Phone Email	► ऌ sistant Team	Employee ID Manager Worker Joshua Piano Campus   Executive Assistant to Campus Pro	Location Supervisory Organization		
Eli Summary Student			Student			
	Overview		Joshua			
dot 📾			Student   Collin College			
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- 2. Now select Change Preferences, then Account Preferences.
- 3. From here change the **Preferred Default Profile** from 'Student' to 'Worker'.

View Profile	← My Account Organization ID	<u>Tip</u> : Users that are only workers or only students will NOT HAVE the option available <b>Preferred</b> <b>Default Profile View</b> box.
5	Change Password	
	Change Preferences	
	Manage Password Challenge Account Preferences Questions (Do Not Use)	
	View Signon History Mobile Carrier	
	Preferred Home Page	
	Simplified View	
	Show responsive layout for prompts	
	Preferred Default Profile View	

## Change Default Profile View

workday.