
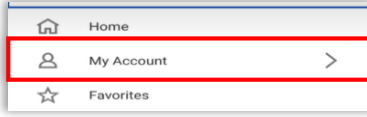
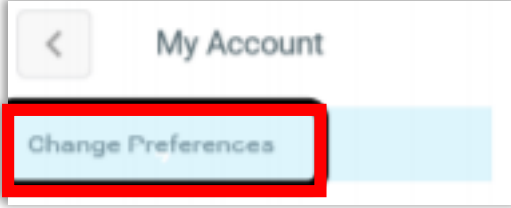




Workday Quick Guide: How to Update Notification Preferences

S/N	Step Instruction/Screenshot
1	<ul style="list-style-type: none">Click the “cloud Icon” or “Profile Picture” 
2	<ul style="list-style-type: none">Click “My Account” 
3	<ul style="list-style-type: none">Click “Change Preferences” 
4	<p>To change your email notification preferences:</p> <ul style="list-style-type: none">Scroll to the bottom of the page, where you will find the “Parent Notification Type” sectionThe 5 items in the left column (Alerts, Business Processes, HCM, Recruiting, System) each have multiple types of notifications that are sent.Please review each section to make sure the settings follow your preferenceEach notification type will need to be changed individuallyClick the “Send Notification Via Channels” field and choose how you would like to be notified or not. 