

Quick Reference Guide: *Update Notification Preferences***Keep in mind**

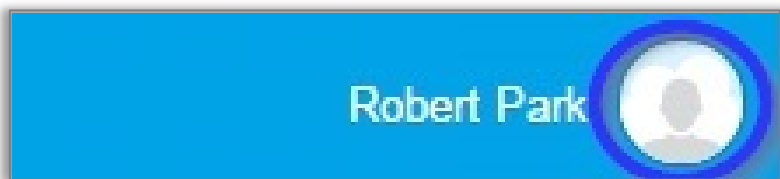
- The default notification setting in Workday will be for to be sent directly to your @uchicago.edu email.
- You can update your notification preferences at any time.
- The changes you make to your notification preferences will not stop the notifications from being received in your Workday inbox.

**Information Needed**

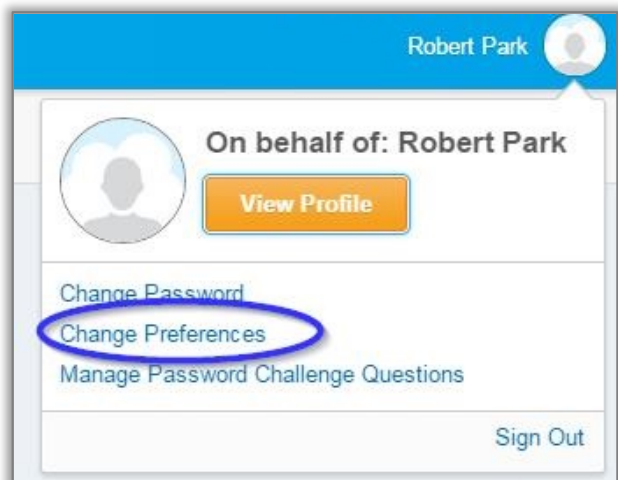
- New notification preferences

**Steps:**

1. From the Home page, click **My Account** (the circle next to your name).



2. Click **Change Preferences**.



Quick Reference Guide: *Update Notification Preferences*

3. Use the **Edit Icon**  to update your **Notification Delivery Preferences** for the various categories listed.




The preference options include **Daily Digest** (daily notification), **Immediate** (immediate notification), or **No Email** (no notification).

4. Click **OK** to save your preferences.

**Notification Delivery Preferences**

13 items

Notification Type	*Email Frequency
Activity Comments	Immediate 
Anniversaries	Immediate
Approvals	Immediate
Birthdays	Immediate
Custom Business Process Notifications	Immediate
Integrations	Immediate
Other	Immediate
Reassign Notifications	No Email
Scheduled Future Processes	Immediate

