

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

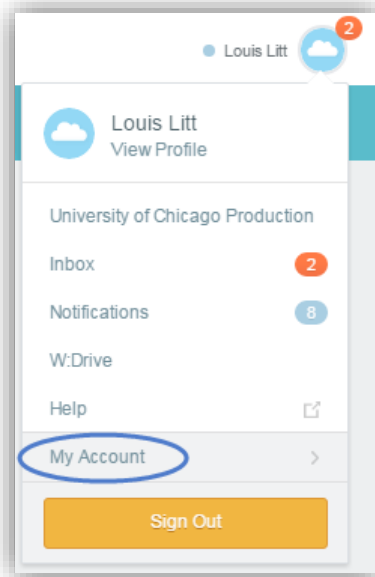
- The default notification setting in Workday will be for to be sent directly to your @uchicago.edu email.
- You can update your notification preferences at any time.
- The changes you make to your notification preferences will not stop the notifications from being received in your Workday inbox.

**Information Needed**

- New notification preferences

**Steps:**

1. From the Home page, click on the **Profile Icon**  (the circle next to your name) then select **My Account**.



Quick Reference Guide: *Update Notification Preferences*

- Click **Change Preferences** and scroll down to the **Notification Delivery Preferences** section. Use the **Prompt Icon** ☰ to select the **Email Frequency** of the various Notification Types listed.

Notification Delivery Preferences

10 items

Notification Type	*Email Frequency
Anniversaries	<input type="text" value="x No Email"/>
Approvals	<input type="text" value="Immediate"/>
Birthdays	<input type="text" value="No Email"/>
Custom Business Process Notifications	<input type="text" value="Immediate"/>
Other	<input type="text" value="Immediate"/>
Reassign Notifications	<input type="text" value="Immediate"/>
Scheduled Future Processes	<input type="text" value="Immediate"/>
Scheduled Report Completion	<input type="text" value="Immediate"/>
Tasks	<input type="text" value="Immediate"/>
To-Dos	<input type="text" value="Immediate"/>



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

- Click **OK**  to save your preferences. Then click **Done**  to exit the task.