



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 cannot send Workday notifications to a different 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.

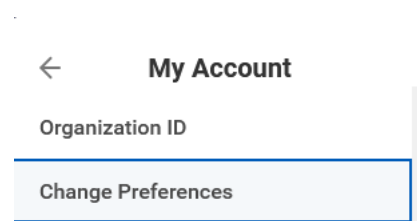
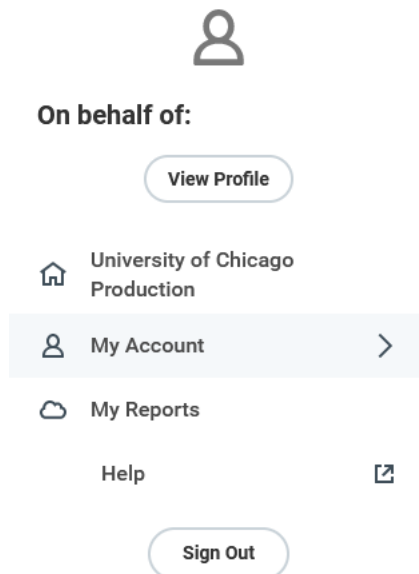
Information Needed

- New notification preferences


Steps:

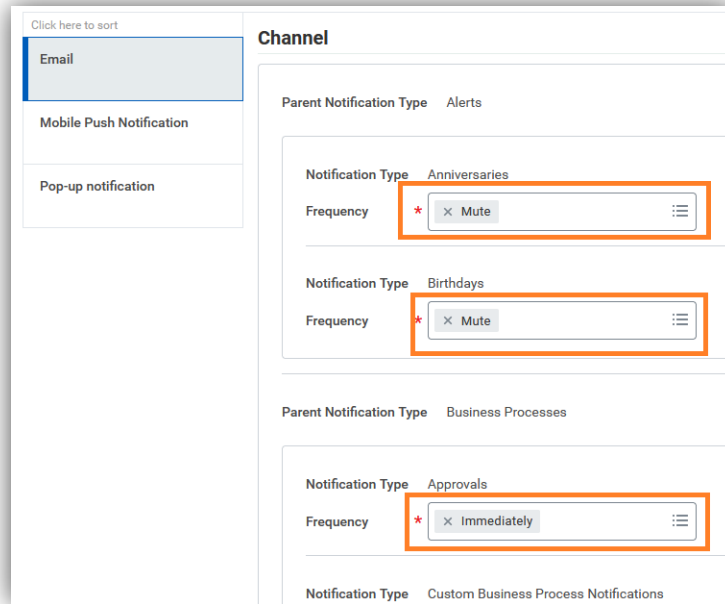
1. From the Home page, click on the **Profile Icon** (the circle next to your name) then select **My Account**. The icon may be a person  or a cloud  depending on where you are in Workday.

2. Select **My Account** and then **Change Preferences**.



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3. Scroll down to the **Notification Delivery Preferences** section. Use the **Prompt Icon**  to select the **Email Frequency** of the various Notification Types listed. This is a fairly long list; remember to scroll all the way down!



The screenshot shows the 'Channel' settings for 'Email'. Under the 'Parent Notification Type Alerts' section, there are three notification types: 'Anniversaries', 'Birthdays', and 'Approvals'. Each has a 'Frequency' dropdown menu. The 'Anniversaries' and 'Birthdays' dropdowns are set to 'Mute', and the 'Approvals' dropdown is set to 'Immediately'. The 'Parent Notification Type Business Processes' section is partially visible at the bottom.



The preference options include **Daily** (daily notification), **Immediately** (immediate notification), or **Mute** (no notification). The most common types of notifications in Workday are **Approvals**, **Custom Business Process Notifications**, **Tasks**, and **To-Dos** (in the Business Processes section) and **Scheduled Future Processes** and **Scheduled Report Completion** (in the System section). You can also select whether to mute mobile push notifications.

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