PENSACOLA STATE COLLEGE

STAFF/FACULTY

Change Search and Email Preferences in Workday

- 1. Click the *Cloud icon* on your Workday Screen.
- 2. Click My Account.
- 3. Click Change Preferences.

There are multiple categories for search results within Workday. By setting your preferred search category, you indicate the default search method. Scroll down to the *Search Preferences* heading and choose the option you want your search to always default to when using the search field.

All of Workday is recommended.

밂 e⁴ 먦 ≙ \leftarrow My Account Organization ID On behalf of: Pirate Student **Change Preferences** View Profile View Signon History Home ណ My Account 8 >

4. Click OK.

Email Preferences

By setting your email preferences, you indicate the frequency you would like to receive email notifications.

Select Email – Channel – Notification Type – Select Frequency

- 1. Select OK.
- 2. Review Email Preferences.
- 3. Select Done.



Email	Channel
Mobile Push Notification	Parent Notification Type Adaptive Planning
Pop-up notification	Notification Type Integration
	Notification Type Integration Staging Table
	Frequency * x Immediately :=

