

How to Change Notification Preferences in Workday

9 Steps [View most recent version](#) 

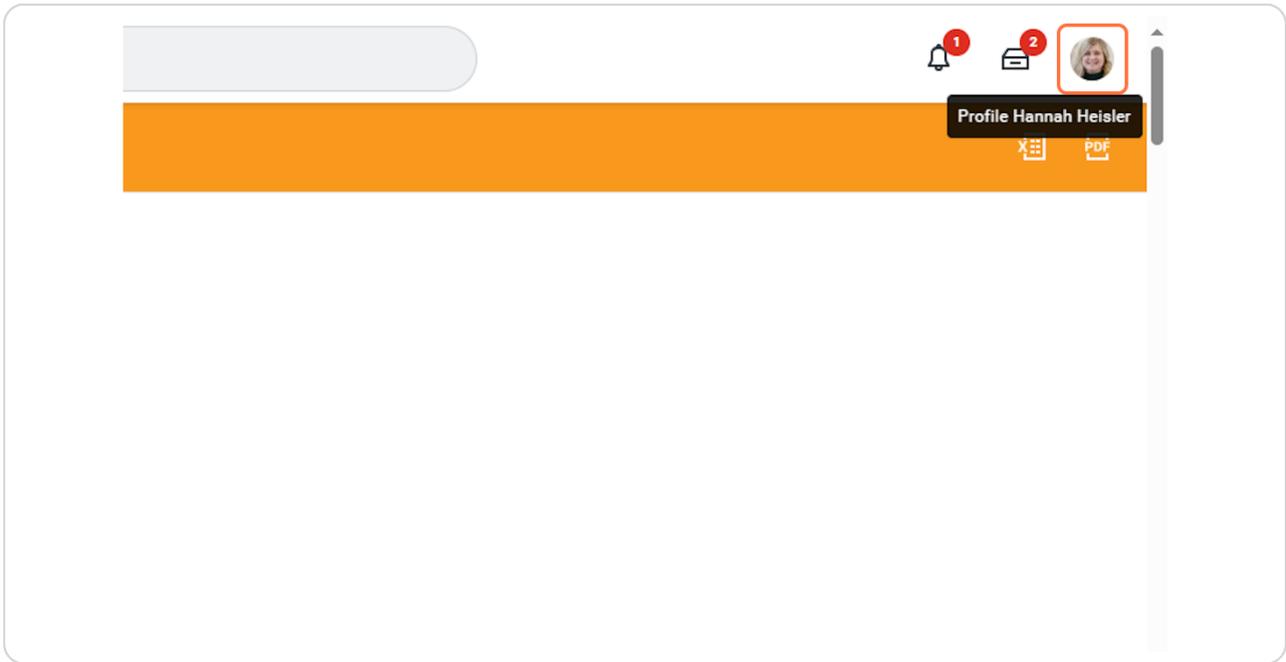
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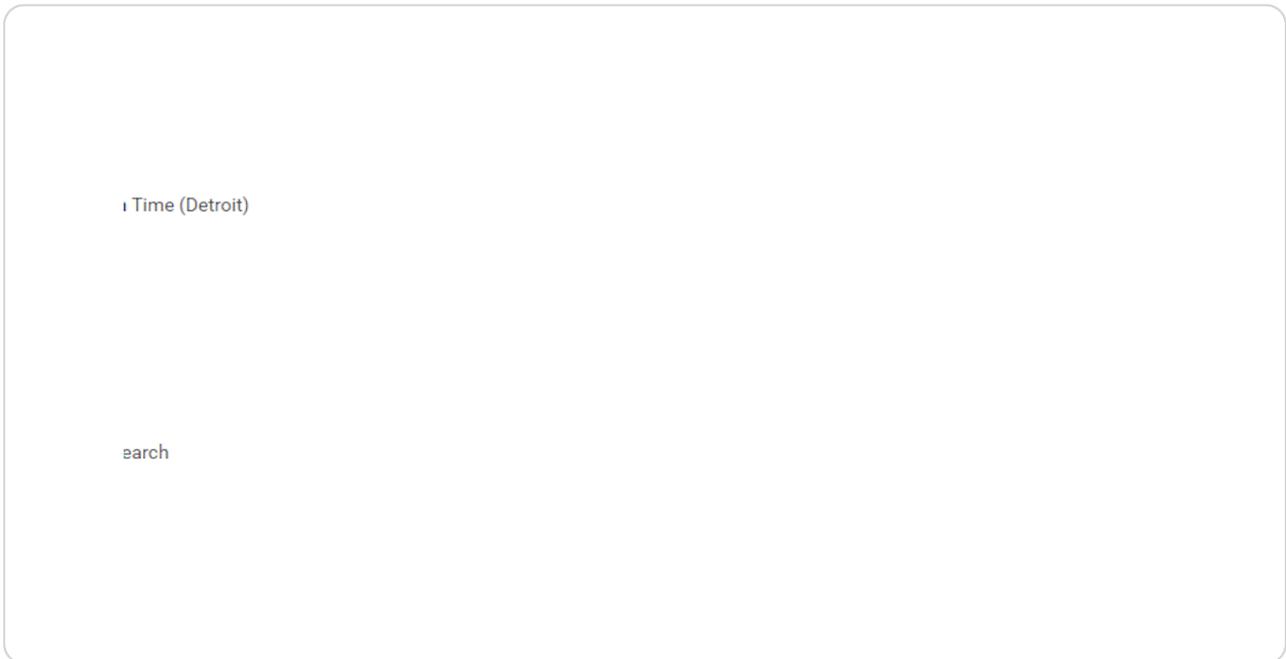
STEP 1

Click on Profile button in top right-hand corner of any page



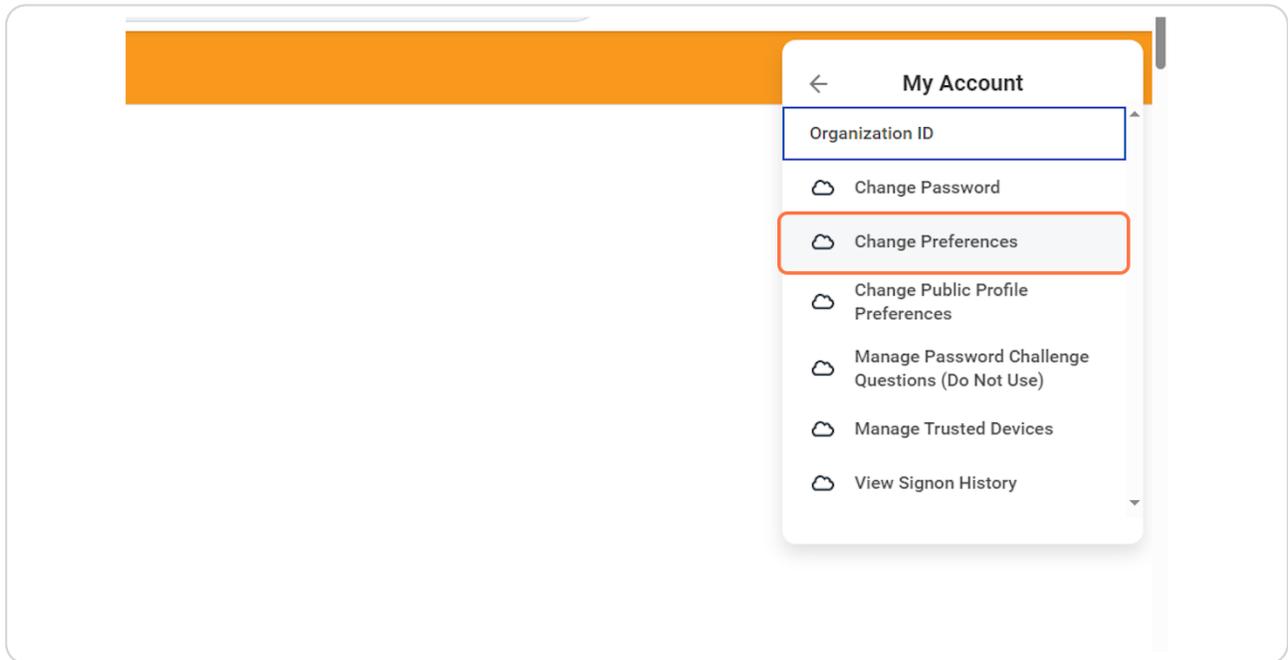
STEP 2

Click on My Account



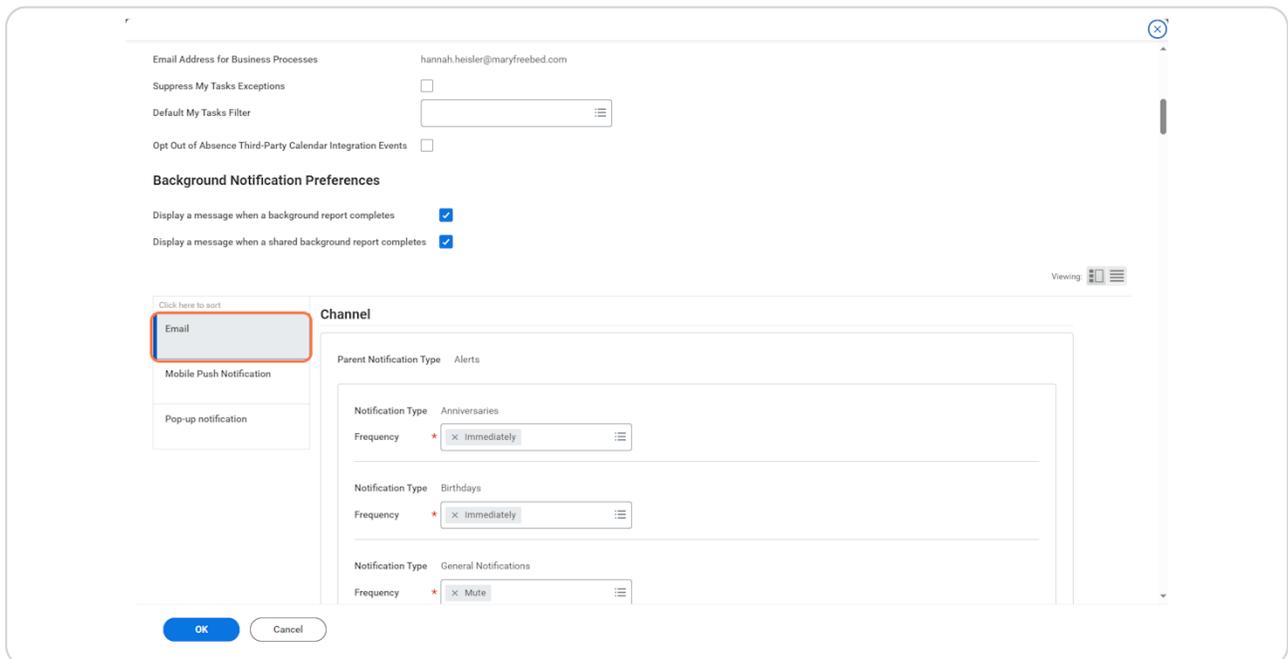
STEP 3

Click on Change Preferences



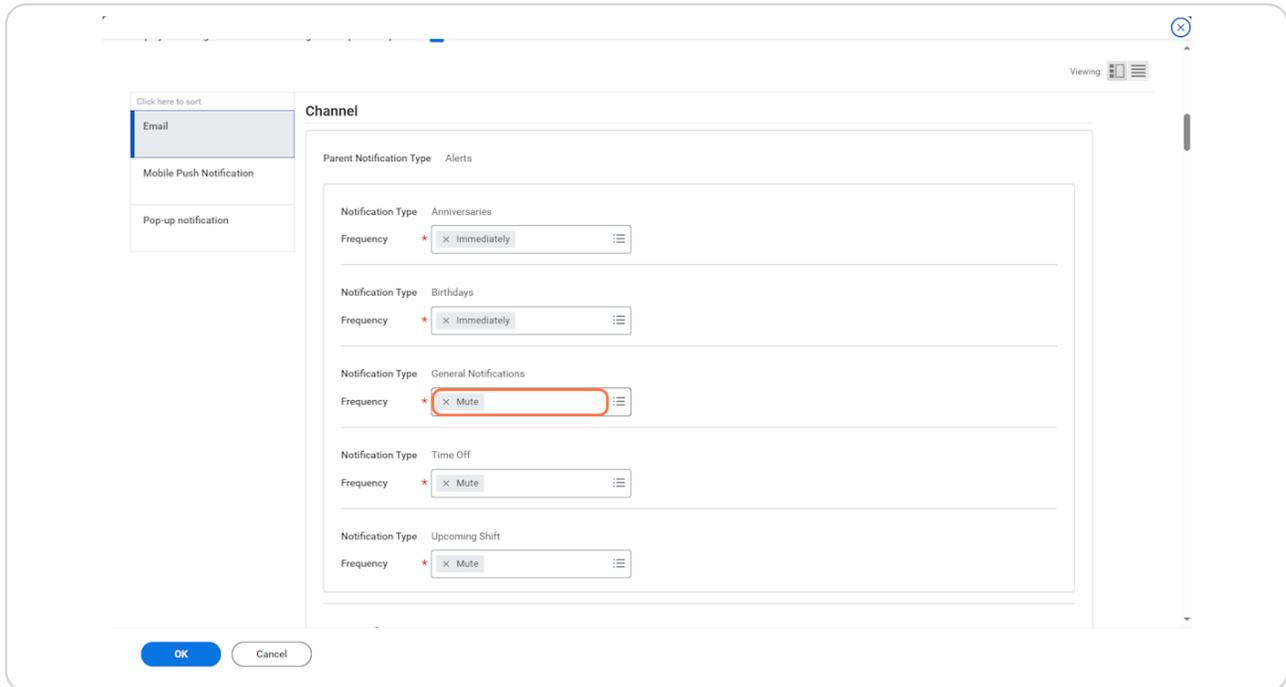
STEP 4

Scroll down the page and find "Email" on the right-hand side



STEP 5

Select the type of notification you'd like to change and click on the box labeled "Frequency"



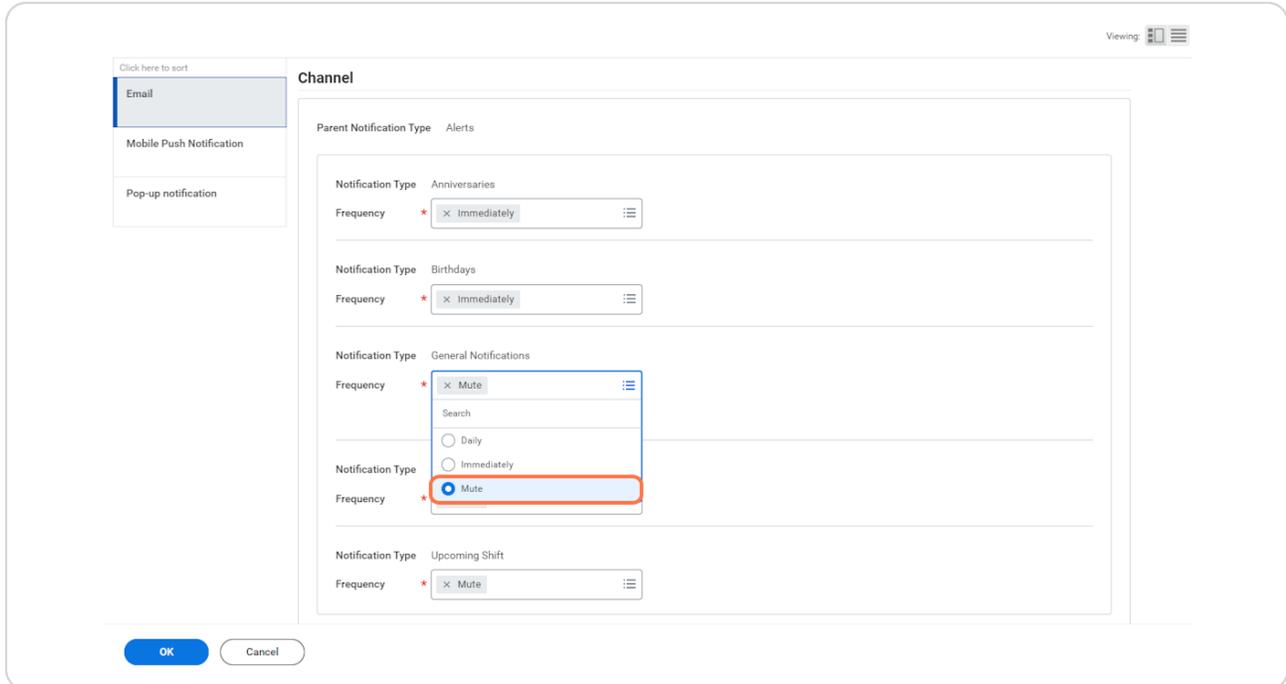
The screenshot shows a 'Channel' settings dialog box. On the left, there is a sidebar with three notification types: 'Email' (selected), 'Mobile Push Notification', and 'Pop-up notification'. The main area is titled 'Channel' and contains a table of notification settings. The table has two columns: 'Notification Type' and 'Frequency'. The 'Frequency' column contains dropdown menus with the following values: 'Immediately' for 'Anniversaries', 'Birthdays', and 'Upcoming Shift'; and 'Mute' for 'General Notifications', 'Time Off', and 'Upcoming Shift'. The 'Mute' option for 'General Notifications' is highlighted with a red border. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

Notification Type	Frequency
Anniversaries	Immediately
Birthdays	Immediately
General Notifications	Mute
Time Off	Mute
Upcoming Shift	Mute

STEP 6

Click on your notification preference, whether that's Immediately, Daily or Mute.

You'll need to do this for each type of notification, so continue scrolling and updating until you're satisfied.



The screenshot shows a configuration window titled "Channel" with a "Parent Notification Type" of "Alerts". On the left, there is a sidebar with three options: "Email" (selected), "Mobile Push Notification", and "Pop-up notification". The main area contains a list of notification types with their respective frequency settings:

- Notification Type: Anniversaries**
Frequency:
- Notification Type: Birthdays**
Frequency:
- Notification Type: General Notifications**
Frequency: (This dropdown menu is open, showing options: Mute, Daily, Immediately)
- Notification Type: Upcoming Shift**
Frequency:

At the bottom of the window, there are two buttons: "OK" and "Cancel".

STEP 7

Click on Mobile Push Notification to adjust notifications to your mobile device

The screenshot shows a notification settings interface. On the left, a sidebar contains three options: 'Email', 'Mobile Push Notification' (highlighted with a red border), and 'Pop-up notification'. Above the sidebar is a link that says 'Click here to sort'. The main area is titled 'Channel' and shows 'Parent Notification Type Alerts'. Below this, there are five notification type settings, each with a 'Frequency' dropdown menu:

- Notification Type: Anniversaries, Frequency: * Immediately
- Notification Type: Birthdays, Frequency: * Immediately
- Notification Type: General Notifications, Frequency: * Mute
- Notification Type: Time Off, Frequency: * Mute
- Notification Type: Upcoming Shift, Frequency: * Mute

STEP 8

Click on your notification preference, whether that's Immediately, Daily or Mute.

You'll need to do this for each type of notification, so continue scrolling and updating until you're satisfied.

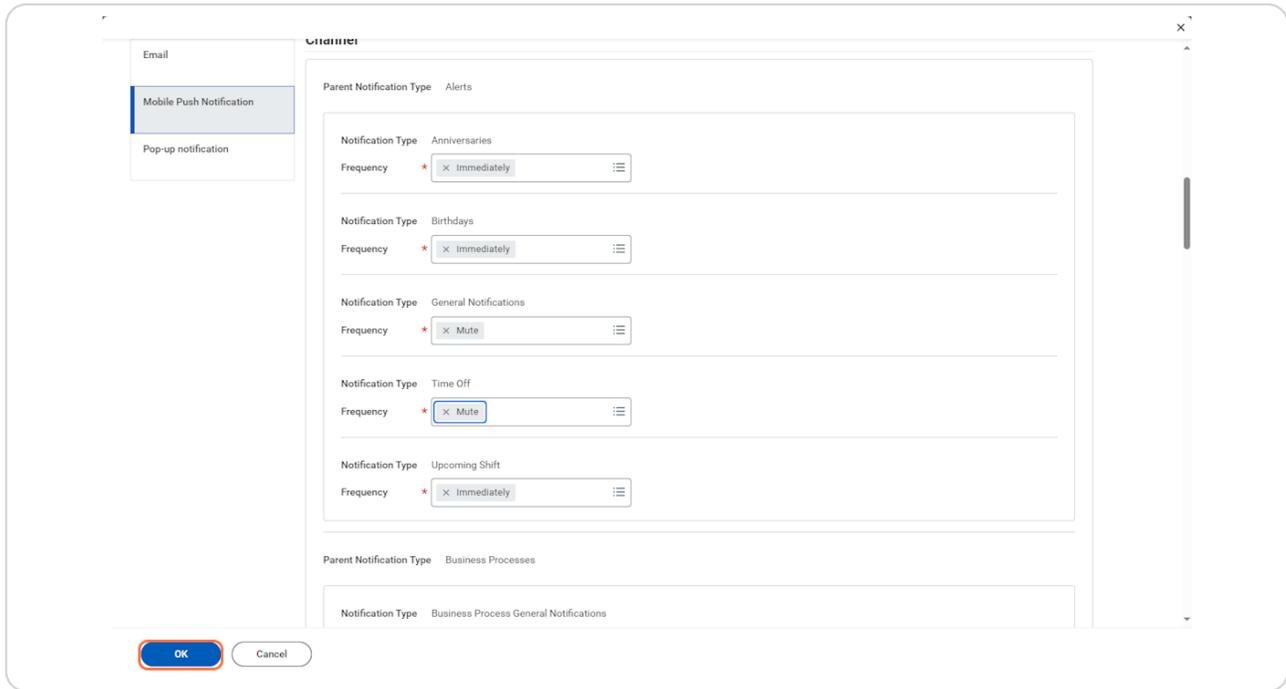
The screenshot displays a notification settings interface. On the left, there is a sidebar with a button labeled "Mobile Push Notification" and a sub-section for "Pop-up notification". The main content area is titled "Parent Notification Type Alerts" and contains a list of notification types with their respective frequencies:

- Notification Type: Anniversaries, Frequency: * x Immediately
- Notification Type: Birthdays, Frequency: * x Immediately
- Notification Type: General Notifications, Frequency: * x Mute
- Notification Type: Time Off, Frequency: * x Immediately (highlighted with a red box)
- Notification Type: Upcoming Shift, Frequency: * x Immediately

Below this section, there is another "Parent Notification Type Business Processes" section with one notification type: "Business Process General Notifications".

STEP 9

Once you've updated all notification preferences, click the blue OK button in the bottom left hand corner.



The screenshot shows a dialog box titled "Customer" with a sidebar on the left containing three options: "Email", "Mobile Push Notification" (which is selected and highlighted in blue), and "Pop-up notification". The main content area is divided into two sections: "Alerts" and "Business Processes".

Alerts Section:

- Notification Type: Anniversaries
Frequency:
- Notification Type: Birthdays
Frequency:
- Notification Type: General Notifications
Frequency:
- Notification Type: Time Off
Frequency:
- Notification Type: Upcoming Shift
Frequency:

Business Processes Section:

- Notification Type: Business Process General Notifications

At the bottom left of the dialog, there are two buttons: a blue "OK" button and a white "Cancel" button. The "OK" button is highlighted with a red and blue border.