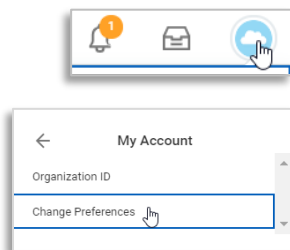## SET UP ACCOUNT PREFERENCES

Depending on how RISD configures Workday, you can edit a variety of features on your account, including languages, search functionality, workflows, and email notification preferences.

From the Home page:

1. Click your **Profile** > **My Account** > **Change Preferences**.

2. Change any of the items listed on the Change Preferences page, as allowed by RISD.

3. Click **OK.**

4. Click **Done**.

CHANGE YOUR SEARCH PREFERENCE

From the Home page:

1. Click your **Profile** > **My Account** > **Change Preferences**.

2. Navigate to **Search Preferences**.

3. Click Prompt ≣ to display the list of search preferences.

4. Select the search preference.

5. Click **OK**.

6. Click **Done**.

CHANGE YOUR EMAIL NOTIFICATION PREFERENCE

From the Home page:

1. Click your **Profile** > **My Account** > **Change Preferences**.

2. Navigate to the bottom of the **Change Preferences** page to **Business Processes** > **Parent Notification Type**.
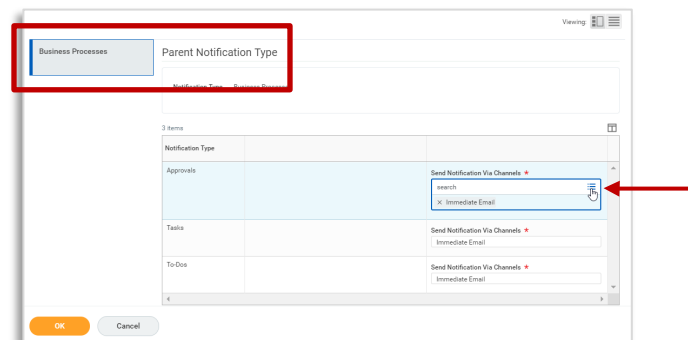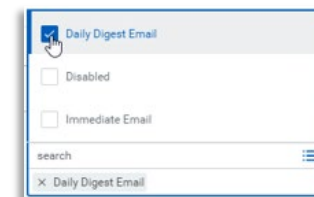
3. Click **Prompt** ≣ in the **Send Notification Via Channels*** drop down list to select the **Notification Channel** desired for each of the **Notification Types** (Approvals, Tasks, To-Dos).

4. Click the check box ☑ corresponding to the notification channel desired.
   Note: *you may only select one channel per notification type*

   Choose from the following:

   a. **Daily Digest Email**: One email is sent to your RISD email containing all new Workday **Inbox** notifications of approvals, tasks, and to-dos received during the day

   b. **Disabled**: No emails are sent to your RISD email notifying you of approvals, tasks, and to-dos that are awaiting your action in your Workday **Inbox**

   c. **Individual Email**: an email is sent to your RISD email account each time a new approval, task, or to-do notification is recieved in your Workday **Inbox**

5. Click **OK**.

6. Click **Done**.