

Getting Started Access and Manage My Apps

This guide will help you access and manage your Workday applications

Access My Apps

On your Workday homepage, you can either click **View All Apps** under today's date or click on the three lines in the upper left corner, next to RISD



Manage My Apps

1. At the bottom of the menu, you can choose to **Add Apps** or **Edit**



2. By clicking **Add Apps**, you'll be able to type in the name of the app you'd like to add. Remember that you must have security to access particular apps

Add Apps

Personalize your menu with useful Apps.

3. Clicking **Edit** allows you to rearrange and edit your apps
 - a. **Reorder** your apps by clicking and dragging the boxes
 - b. To **remove** an app, click the minus icon in the right of the app box

Edit Apps (6) ?

A max of 20 Apps can display in your menu at once.

	Personal Information	
	Requests	
	Directory	
	Favorites	
	Expenses	
	Purchases	