Applications and Shortcuts

This guide covers how to **add applications and shortcuts** in Workday.

Start Here

Most Workday navigation is done through **Applications**. Applications allow you to review information or complete specific tasks in Workday. The applications you can see will depend on your access and whether you have direct reports.

1. Open **Google Chrome** and navigate to Workday.
2. If prompted, login with your **College email** and **password.**
3. In the top-left corner, select **Menu**. You will now see Applications.
4. Alternatively, you can select **View All Apps** at the bottom of **Your Top Apps** on the right-hand side. You may need to scroll to view this.

When you select an **Application**, related **links** and **tasks** will be displayed.

Add an Application

1. In the top-left, select the **Menu**.
2. Select the **Add** button.
3. In the search bar, type in the **name of the application you'd like to add**.
4. Select the **plus sign**. The application will now appear in your **Menu**.

Reorder or Remove Applications

1. In the top-left, select the **Menu**.
2. Select the **Edit button**.
3. Remove or reorder your shortcuts:
   - **Remove**: select the **minus sign**. Some applications are unable to be removed.
   - **Reorder: select-and-drag** the array of six dots.
4. Select **Save Changes**.

Shortcuts

Shortcuts are used to save **reports**, **tasks**, and **external links** in your **Menu**. You can create up to **10 shortcuts**.

Add a Shortcut

1. In the top-left, select the **Menu**.
2. Select the **Shortcuts** tab.
3. Select the **Add button**.
4. In "Find Shortcuts", type in the **shortcut you'd like to add**.
5. Select the **plus sign to add the shortcut.** This will now appear under your **Shortcuts** in your **Menu**.

Remove or Reorder Shortcuts

1. In the top-left, select the **Menu**.
2. Select the **Shortcuts** tab.
3. Select the **Edit button**.
4. Remove or reorder your shortcuts:
   - **Remove:** select the **minus sign**.
   - **Reorder: select-and-drag** the array of six dots.
5. Select **Save Changes**.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.