My Tasks and Notifications

This guide covers how to review **tasks** and **notifications**.

Start Here – Tasks

Note: When you first log in, **Action Items** will display prominently in the center of the homepage under **Awaiting Your Action**.

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password.**
4. In the top-right, select the **My Tasks icon**, which looks like an envelope.
5. **Tasks** assigned to you will be displayed.

   - **Review a task:** select it from the left-hand side.
   - **See tasks you've completed:** select the **second Clipboard icon on the left-hand side** to access your Archive. It should say 'Archive' when you hover over the icon. This will be the Clipboard icon **further down**, as the first one shows current inbox items.
   - You can **expand the My Tasks navigation menu** by selecting the arrow above the first Clipboard icon.

Approving Tasks

- You can complete **Approval Tasks** from your My Tasks Inbox.
- Once you select a task, actions will appear at the bottom of the page, such as **Approve, Add Approvers, Save for Later**, and **Cancel**. The options will vary depending on the task.
- **To Bulk Approve**: on the left-hand side, select the **Checklist Icon**, which looks like a piece of paper with a pencil and will say 'approve multiple items' when you hover over the icon. Here you will see a **Bulk Approve page** where you can approve multiple items simultaneously.

Note: Some items you have approved or submitted may reappear if more information is needed.

Start Here - Notifications

Notifications include information about a business process but don't require action.

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. In the top-right, select the **Notifications icon,** which looks like a bell.
   - **Note:** The number on the icon represents the number of unread items.

4. Select the **notification** you'd like to review.

5. Use the **Viewing** drop-down to view **All** notifications or just **Unread** notifications.

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