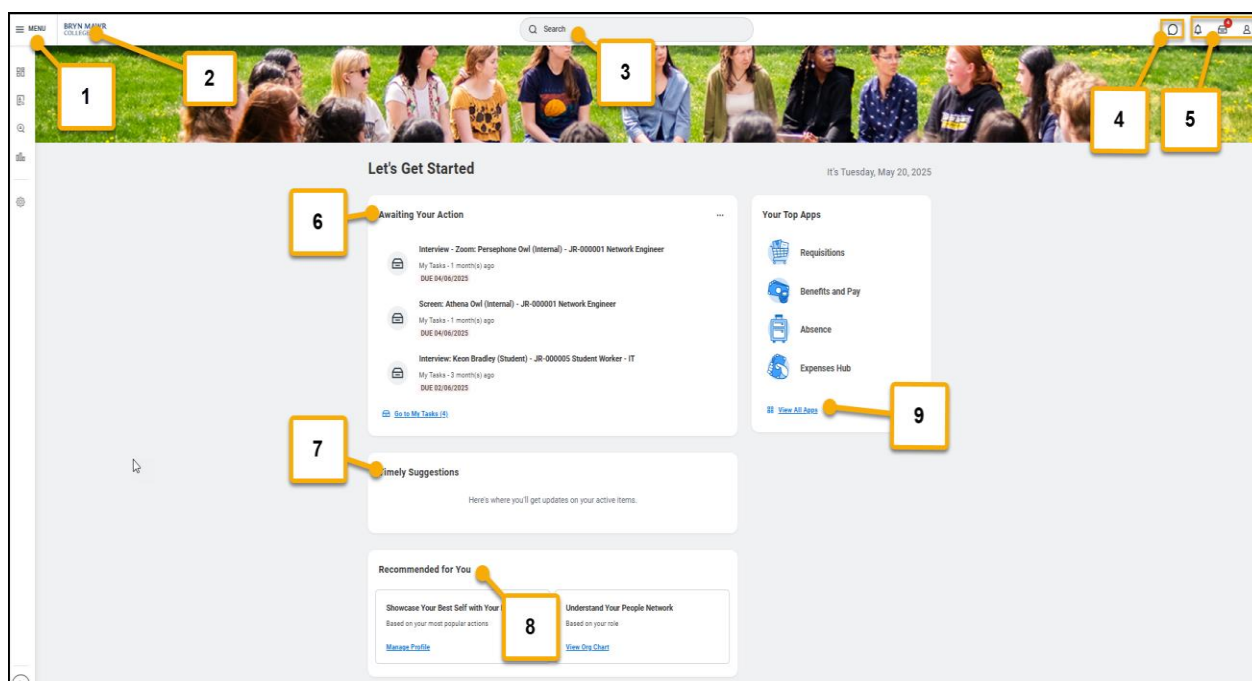


## Navigating the Workday Homepage

This guide covers the features and layout of the **Workday homepage**.

Start Here

1. Open **Google Chrome** and navigate to Workday.
  2. If prompted, login with your **College email** and **password**.
- The screenshot below depicts the location of **Workday features**.
  - **Managers' homepages** may look slightly different due to the additional sections they have, including **Team Highlights** and **Important Dates**.



1. **Menu**: access your apps and shortcuts.
2. **Bryn Mawr College logo**: links to the Workday homepage.
3. **Search Bar**: filter by People, Tasks, or Reports.
4. **Workday Assistant**: access Workday's generative AI chatbot.
5. **My Tasks**: view active items assigned to you.
6. **Awaiting Your Action**: view a detailed summary of recent items assigned to you.



7. **Timely Suggestions:** personalized reminders or tips.
8. **Recommended for You:** customized reminders, information, and resources.
9. **View All Apps:** quick access to the Menu.

**Have Questions?** For assistance, please contact [help@brynmawr.edu](mailto:help@brynmawr.edu) or 610-526-7440.