Menu

This How-To Guide covers the **features and layout** of the **Menu**.

Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
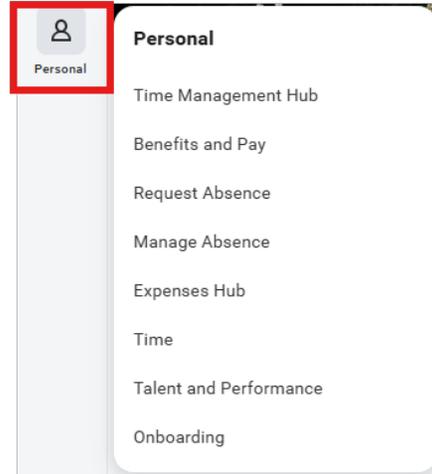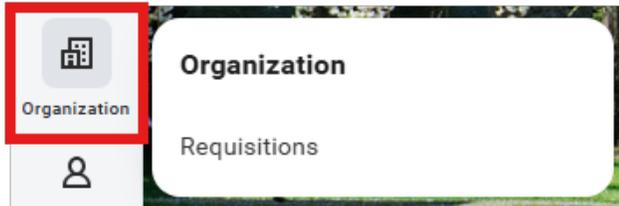4. On the left-hand side, you will see the **Menu**.

The **Menu** is always located on the left-hand side and provides access to **Applications** and **Shortcuts**.

Note: Managers may have additional features on their menu, such as **Team**.
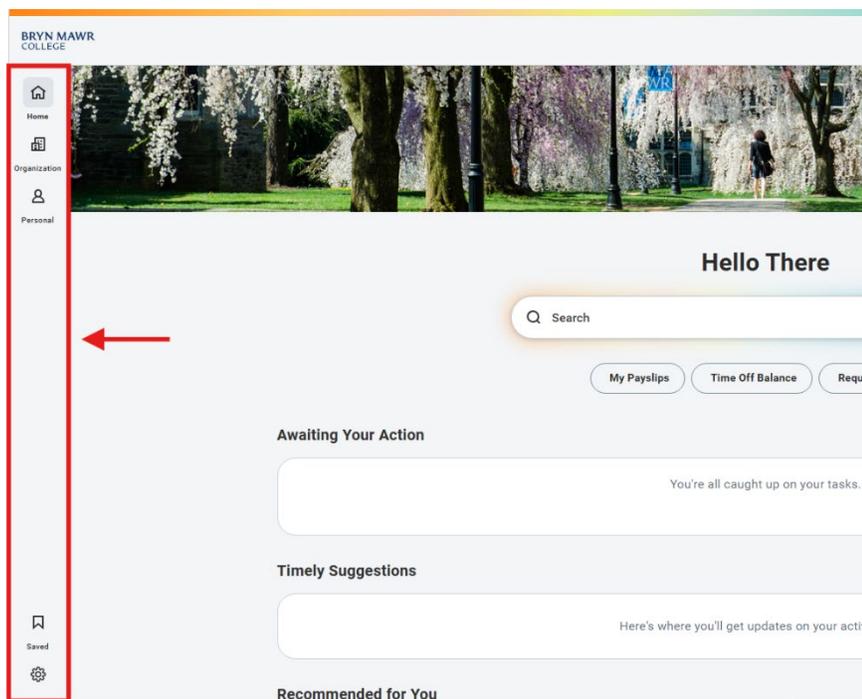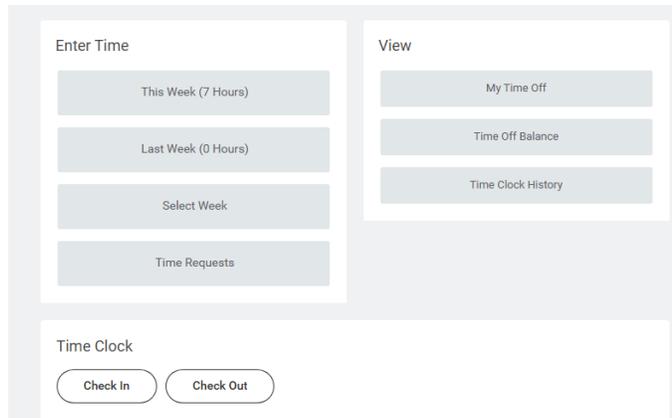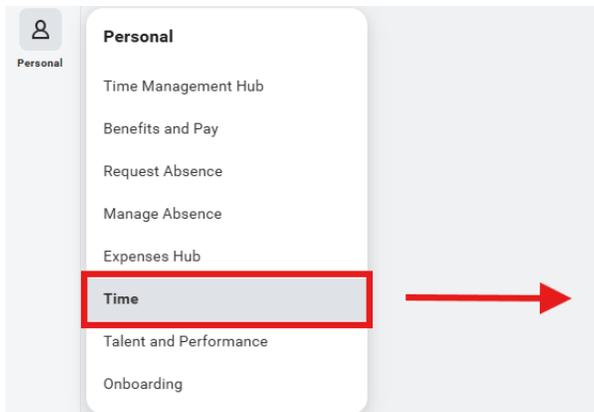
Each **Application** is grouped into a category based on your role at the College. Managers will also have a **Team** category.

When selected, each **Application** will lead you to a specific **task**, **information**, or **action**.

Collapse Menu (Revert back to Menu Button)

The **Menu** is now permanently on the sidebar (applications and shortcuts were previously accessed by selecting the **Menu** button first). If desired, this can be changed back so the **Menu** is collapsed into the **Menu** button:

1. On the left-hand side, navigate to the **Menu**.
2. Select the **Customize** button, which looks like a gear.

3. Turn the **Always Show Sidebar** off.
4. Select **Save Changes**. Your applications and shortcuts will now be accessed via the **Menu** button.

To **add**, **reorder**, **pin** (Applications only), or **remove** items on your **Menu**, see our Applications and Shortcuts How-To Guide.

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