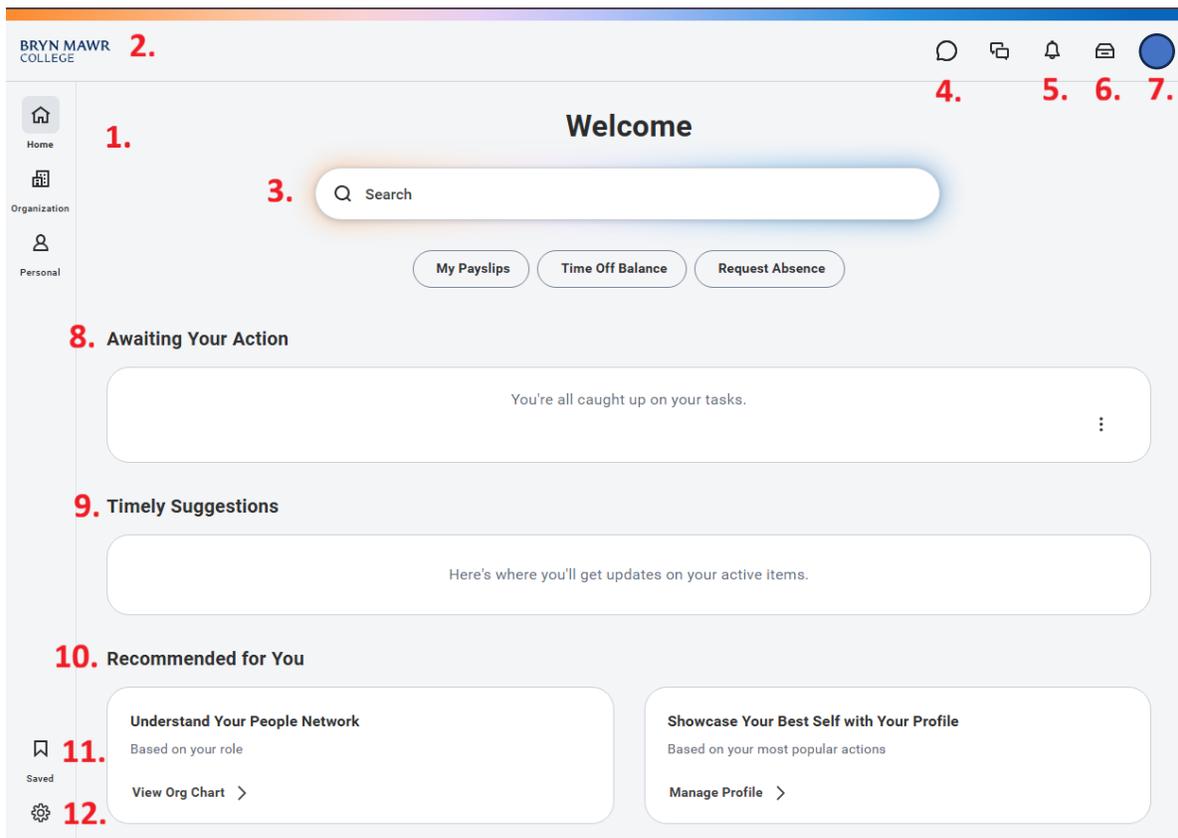


## Navigating the Workday Homepage

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

### Start Here

1. Open **Google Chrome**
2. Navigate to **Workday**.
3. 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**.



The screenshot shows the Workday homepage for Bryn Mawr College. The interface includes a top navigation bar with the college logo and name, and a right-hand navigation area with icons for chat, help, notifications, and profile. A left-hand sidebar contains icons for Home, Organization, and Personal. The main content area is titled "Welcome" and features a search bar, buttons for "My Payslips", "Time Off Balance", and "Request Absence". Below these are sections for "Awaiting Your Action", "Timely Suggestions", and "Recommended for You". The "Recommended for You" section contains two cards: "Understand Your People Network" and "Showcase Your Best Self with Your Profile".

**1.** Home

**2.** BRYN MAWR COLLEGE

**3.** Search

**4.** Chat

**5.** Help

**6.** Notifications

**7.** Profile

**8.** Awaiting Your Action

**9.** Timely Suggestions

**10.** Recommended for You

**11.** Saved

**12.** Settings



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. **Notifications:** access your notifications.
6. **My Tasks:** view active items assigned to you.
7. **Profile:** view your profile.
8. **Awaiting Your Action:** view a detailed summary of recent items assigned to you.
9. **Timely Suggestions:** personalized reminders or tips.
10. **Recommended for You:** customized reminders, information, and resources.
11. **Saved:** access your shortcuts.
12. **Customize:** edit your menu/applications/shortcuts.

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