Sysco
At the heart of
food and service

workday®

Associate Job Aid

CHANGING ACCOUNT SETTINGS

**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**
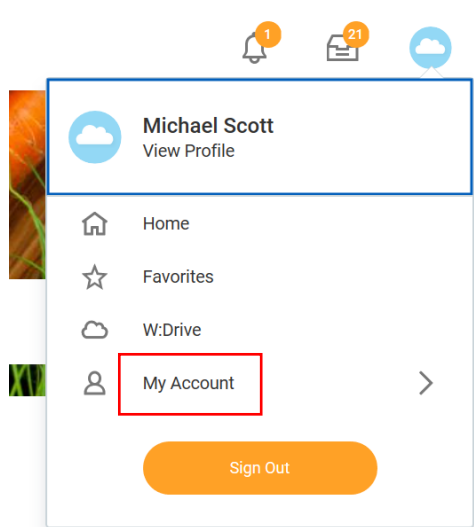
Changing Account Settings

CHANGE LANGUAGE
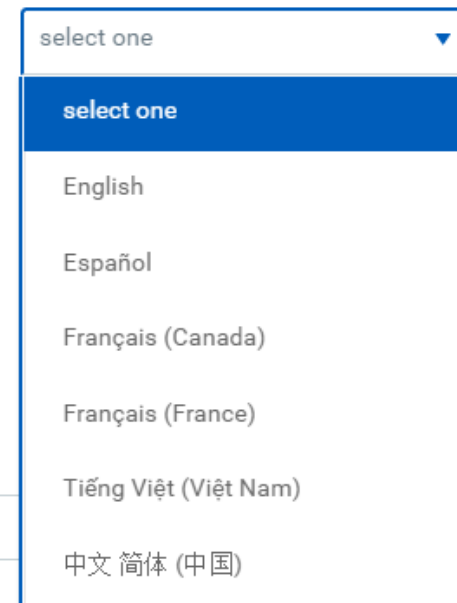
1. Click the **Profile** icon.

2. Click on **My Account**.

3. Click on **Change Preferences**.

4. Select an option in the **Preferred Display Language** section.

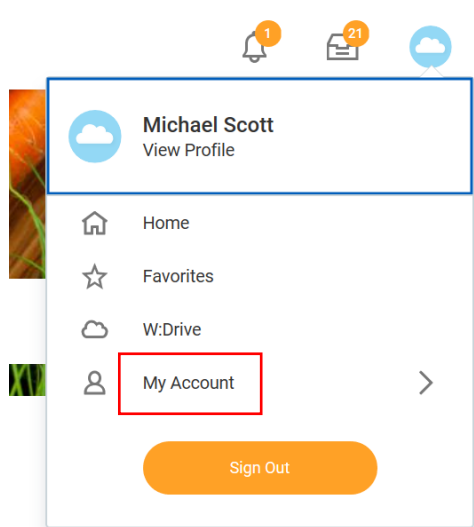5. Sign out and then sign back in to see the language change.

Changing Account Settings

SET UP NOTIFICATIONS
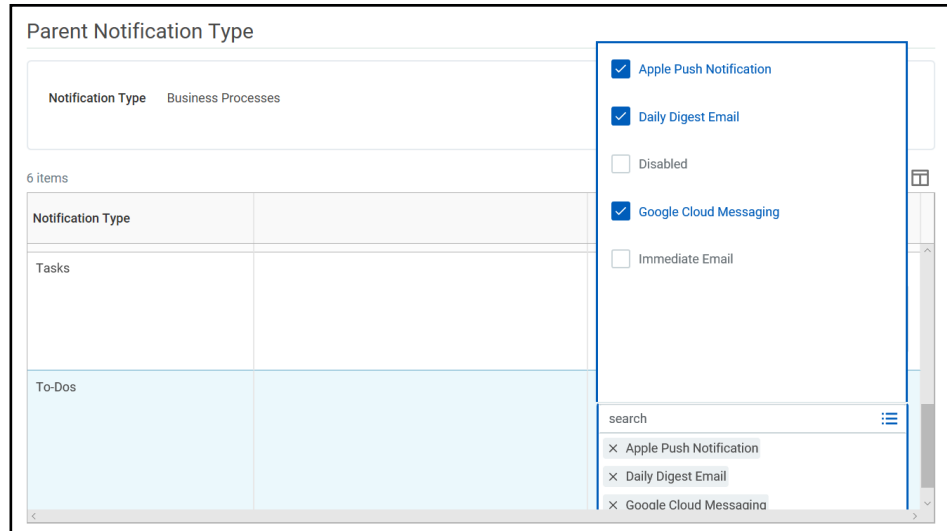
1. Click the **Profile** icon.

2. Click on **My Account**.

3. Click on **Change Preferences**.

4. In the **Parent Notification Type** section, select the type(s) of notifications you wish to receive for each business process.

If you select the Daily Digest option, the digest email will be sent to you at 12:00 a.m.

5. Click **OK**.

NOTE: If you select the **Disabled** option, you will not receive **ANY** notifications.

Changing Account Settings

CHANGING YOUR PHOTO

Mobile App

Click on the **Profile** icon or the current picture three times. The phone will prompt you to choose from your picture library or take a picture from your camera.
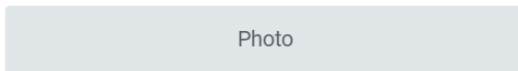
Desktop

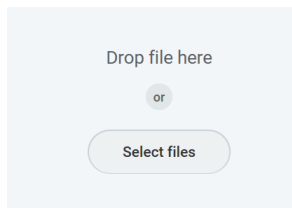1. Click the **Personal Information** icon on the home page.

   Personal
   Information

2. Click the **Photo** button.

3. Drop in a photo or upload a photo by clicking on **Select files**.

   Drop file here

   or

   Select files

4. Adjust the photo.

5. Click on **Submit** and **Done.**

> **Note:** A photo will be requested during the Onboarding process.