HOW DO I ... Turn off my Notifications?

ABOUT THIS TASK: Describes how to turn off Workday notifications being sent to your primary email address and/or mobile phone.

AUDIENCE: All UBC employees using Workday.

DETAILED JOB AID: N/A

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

1. On Workday’s homepage, top righthand corner click your profile photo.  
   **TIP:** If a custom profile picture has not been set, the profile picture will default to a cloud icon.

2. Click My Account.

3. Click Change Preferences.

4. On the Change Preferences page, scroll down to Channel.

5. Select Email.

6. In the Channel column, select the Notification Type (e.g., General Notifications).

7. From the Frequency drop-down box select Mute.

8. Select the Mobile Push Notifications tab and repeat Steps 6 and 7.  
   **TIP:** The Pop-up notification is not used.

9. Click OK.

10. Click Done.