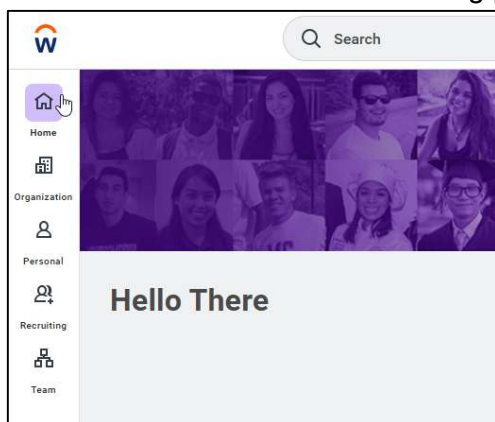


Overview:

Workday's updated Global Navigation replaces the previous menu with a sidebar on the left side of the Home page. Applications and tasks are grouped into logical categories based on your role and security access. Use this job aid to: Navigate the new sidebar, find applications within categories, Personalize the items displayed in the sidebar, Add frequently used tasks and reports as shortcuts

Accessing the Global Navigation Menu

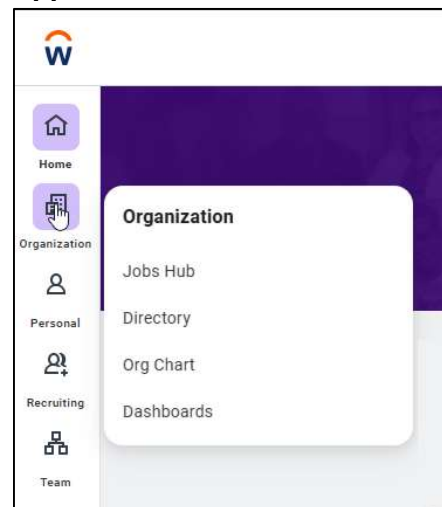
1. Sign in to Workday.
2. By default, the **Global Navigation Menu** will display a sidebar on the left side of the landing page.



3. The Categories vary based on your role at the college. Common categories include **Organization**, **Personal**, and **Team (Managers Only)**.
 - i. **Organization:** Covers organizational-level tasks
 - ii. **Personal:** Contains apps and tasks related to your own profile
 - iii. **Team:** Includes tools for managing your team

Note: Users will only see relevant categories based on their roles and access. General users will see Organization and Personal. Managers will additionally see Recruiting and Team.

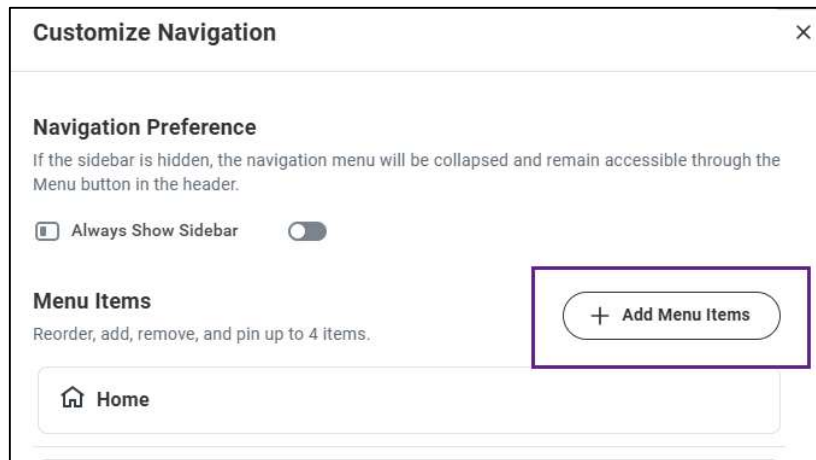
4. Hover over a **Category** in the sidebar to access **Applications**.



Customize Homepage and Navigation

Users can choose to customize the sidebar menu.

1. Click on the customize icon  and a pop-up will appear.
2. Choose **Add Menu Items** to add items to the sidebar.



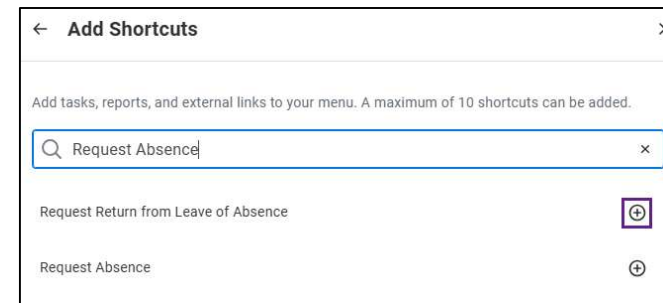
3. On the customize navigation pop-up, users can also use the six dots icon  to rearrange the order of applications based on their preference.



Add and Access Shortcuts

Shortcuts are now located under the Saved category on the sidebar.

1. To add a shortcut, click on the **Saved** icon .
2. Click **Add Shortcut** and search for the appropriate report or task.
3. Click the add icon next to the task and then select Add Shortcut.



4. The task or report will now be shown under the Saved Category.