



## How to Update Notification Preferences



**Important:**

- By default, all notifications will be sent directly to your @cornell.edu email.
- You can update your notification preferences at any time.
- The changes you make to your preferences will not stop the notifications from being received in your Workday Inbox.

1. From the **Home** page view, click on your name in the upper right-hand corner.
2. Click **My Account** at the bottom of the list, then **Change Preferences**.
3. At the bottom of the page, within the **Parent Notification Type** section, click on the **Business Process** tab.

Click here to sort	Parent Notification Type	
Alerts	Notification Type Business Processes	
<b>Business Processes</b>	5 items	
HCM	Notification Type	
Recruiting	Approvals	Send Notification Via Channels * Immediate Email
System	Custom Business Process Notifications	Send Notification Via Channels * Immediate Email
	Delegation Notifications	Send Notification Via Channels * Daily Digest Email

4. Next to the **Notification Type** that you are looking to edit, click into the search field under **Send Notification via Channels** and open the dropdown using the **Options Icon**.
5. Select the frequency you would like to receive the notifications:
  - **Daily Digest** (daily notification),
  - **Immediate** (immediate notification),
  - **Disabled** (no notification).
6. Click **OK**, and then **Done**.

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