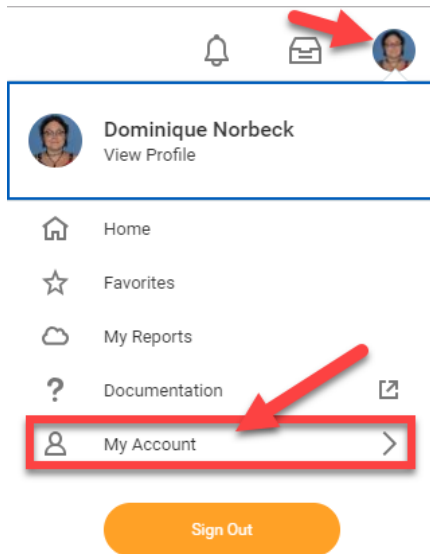


Getting Started: Change Search Preferences

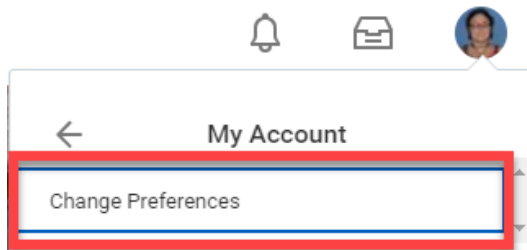
Change Preferences

From the Workday home page:

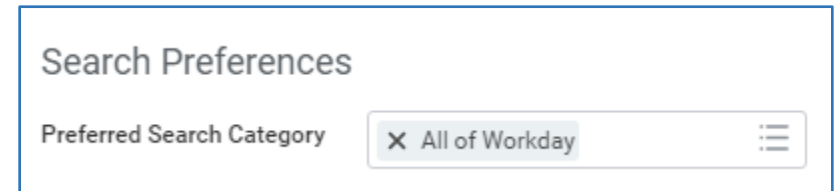
1. Click your **Profile** icon > **My Account**



2. Click **Change Preferences**.



3. Locate the **Search Preferences** heading and choose the option you want your search to always default to when using the Search field. Selecting "All of Workday" is recommended.



4. Click **OK** on the bottom left of the page. Review your selected preferences, then click **Done** on the bottom left of the page.

For additional information on this topic, watch the video below, beginning at 8:56 min.

Click [Here](#) for Video.

REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
9/20/17	Initial release	Cindy Franklin
9/21/17	ERP Team Approved	ERP Team
11/10/17	Deleted Password section	ERP Team
11/20/18	Screen shots, details and video link added.	Dominique Norbeck