

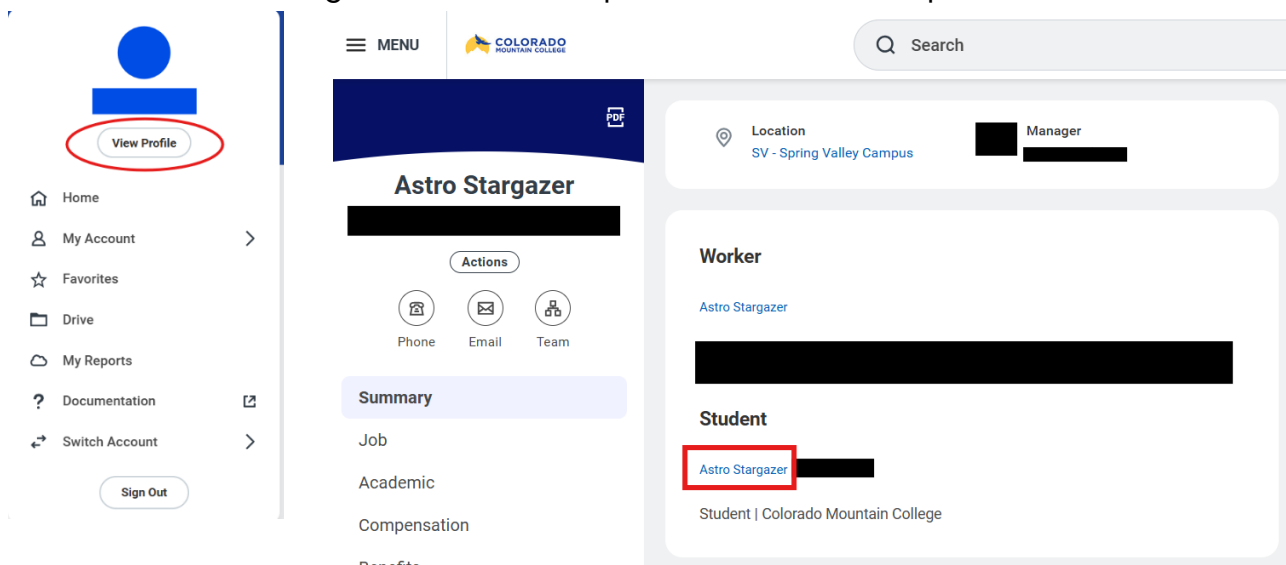
Switching Between Your Employee & Student Profile

CMC Employees

A guide on switching between profiles for employees and students who have both an Employee and Student profile on Workday.

Accessing Your Student Profile

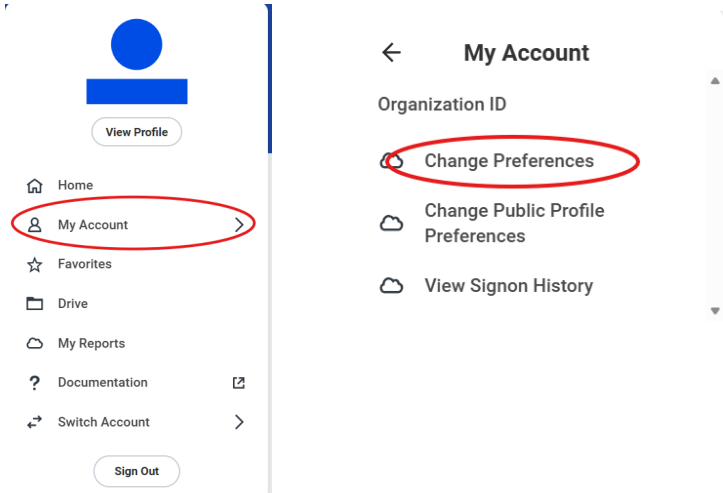
1. Click on your profile photo in the top right and select *View Profile*.
2. Click on your name under the *Student* section of your profile. Your profile will reload as a Student, and the navigation bar will be updated with student options.



3. You can switch back to your employee profile two ways:
 - By opening the Workday menu in the top left of the screen and clicking on *Home*, *or*
 - By clicking on your profile photo in the top right, accessing your profile, and clicking on your name under the *Worker* section.

Setting Your Default Profile

1. Click on your profile photo in the top right, select *My Account*, and then click on *Change Preferences*.



2. Scroll down to *Account Preferences*. In the *Preferred Default Profile View*, select the profile you want to be the default. This preference can be updated at any time.

Account Preferences

Mobile Carrier	<input type="text"/>
Preferred Home Page	<input type="text"/>
Simplified View	<input type="checkbox"/>
Show responsive layout for prompts	<input type="checkbox"/>
Preferred Default Profile View	<input type="text"/>

Workflow Preferences

<input type="radio"/> Student
<input type="radio"/> Worker

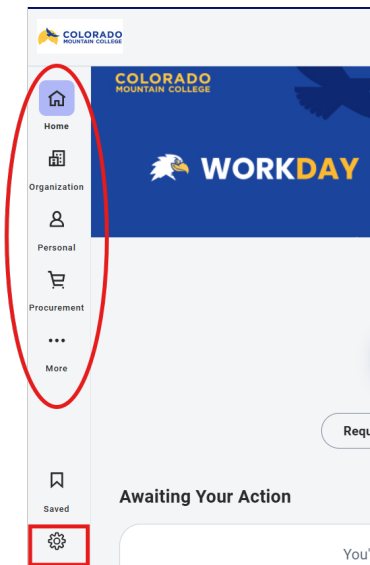
Organizing Categories

1. You can organize the categories on the Home menu on the left by clicking the settings cog in the bottom-left corner.

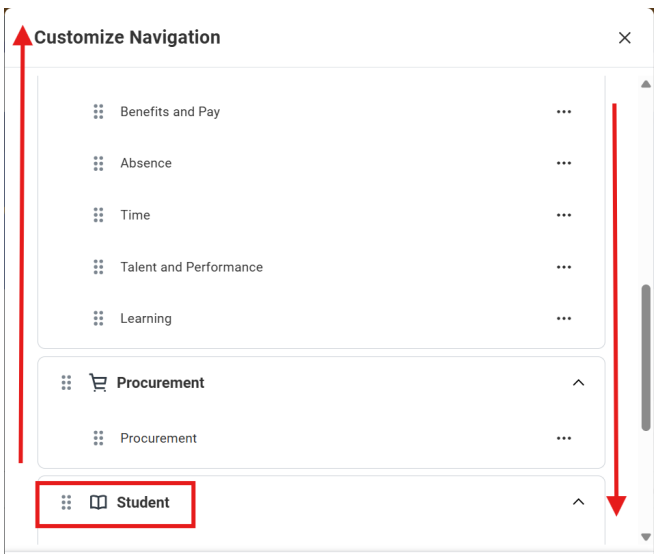


WORKDAY

QUICK REFERENCE GUIDE



2. Use the scroll bar on the right to scroll down until you find the *Student* category. Then click and drag it to the top (or where you like). You can also reorder the other categories in the menu.



3. Click *Save Changes*.
4. These categories remain in this order regardless of whether you are in your student or employee profile view.