

# Quick Reference Guide: Workday Navigation

Change Navigators Meeting October 2025



NORFOLK STATE  
UNIVERSITY



## Workday Navigation Concepts

**Home:** Return to starting page; shows apps, favorites, announcements.

**Global Menu:** All apps available to your role; add favorites/shortcuts.

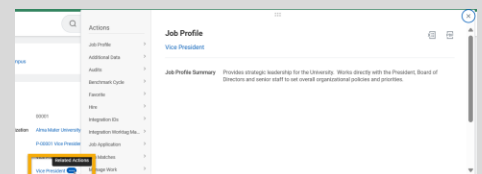
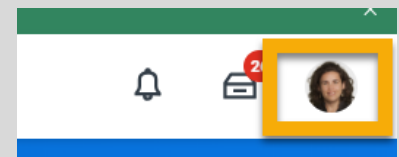
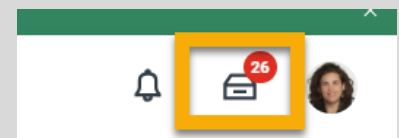
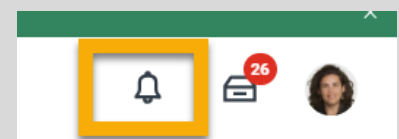
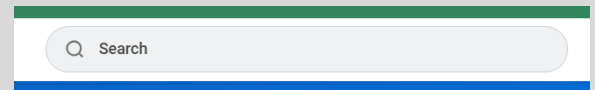
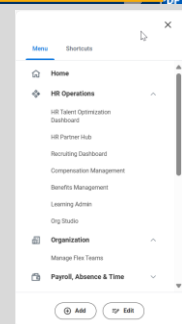
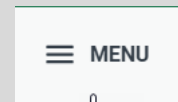
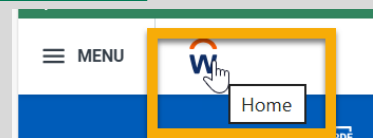
**Search:** Find tasks, reports, people, orgs; filter by category.

**Notifications (bell):** Information only; mark as read or open details.

**My Tasks:** Approvals/to-dos; approve, send back, deny, add comments.

**Profile:** View personal/job info; Preferences for language, time zone, notifications.

**Related Actions:** Context menu on people, reports, and pages; shows everything you can do.



Visit Our Project Website



<https://workday.nsu.edu/>