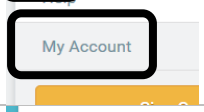
Notification Settings in Workday

http://workday.miami.edu

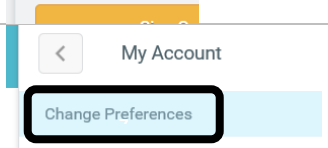
Notification Setting Adjustments

1. Click the cloud icon.

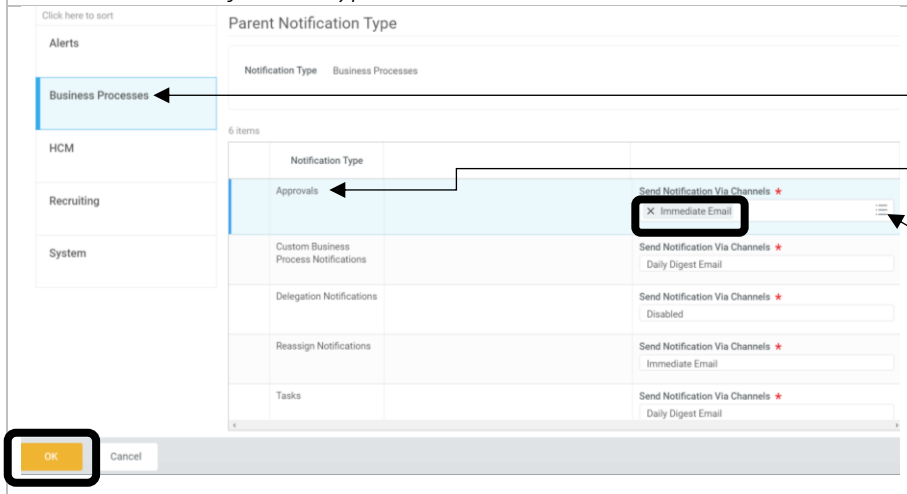
2. Click **My Account**.



3. Click **Change Preferences**.



In the *Parent Notification Type* Section:



Click **Business Processes**.

Select **Approvals**.

To make changes, click the menu button and select one of the Approval Options:

- Daily Digest Email
- Disabled
- Immediate Email

To save the changes click **OK**.