SET DEFAULT TO STUDENT PROFILE

workday. student | SUFFOLK UNIVERSITY BOSTON
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Description: When a student worker opens their profile, Workday automatically defaults to their worker profile. This quick guide describes how students can configure Workday to default to their student profile.

Applies to: Student Workers

SET DEFAULT TO STUDENT PROFILE

1. Select the **Profile** icon at the top right of your Workday home page.

2. Select **My Account**, then **Change Preferences**.
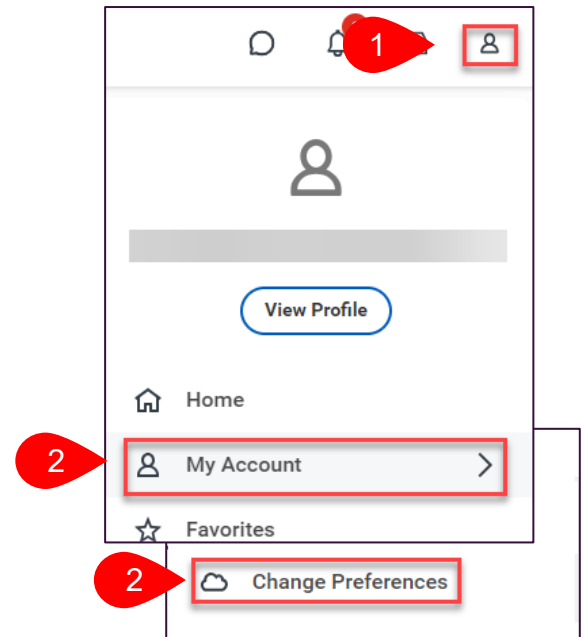
Scroll down to the **Account Preferences** section.

3. In the **Preferred Default Profile View** field select *Student*.

4. Select **OK**.

Note: You will need to log out then back into Workday for the change to take effect.