

# How to Change Language Preferences – *Employee Perspective*

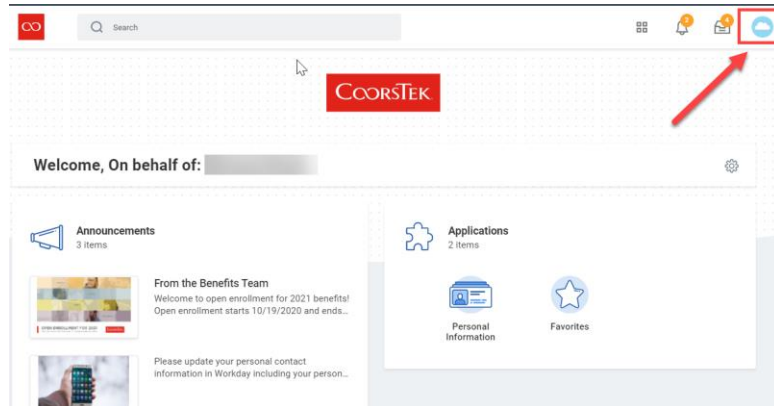
## Overview

Provides step by step direction on how an Employee can change their language preference within Workday.

**Who Does This:** Employee

## Things to Know:

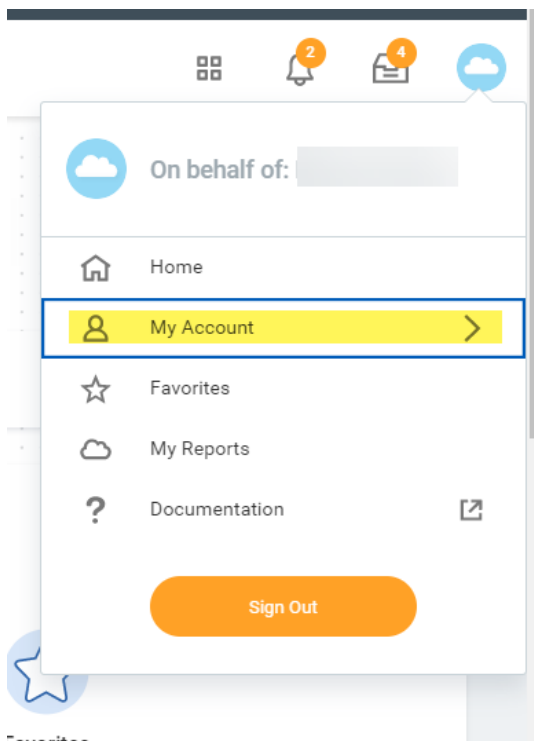
- Changing your preferences allows you the ability to adjust your settings such as language, time, currency, etc.



## Step 1

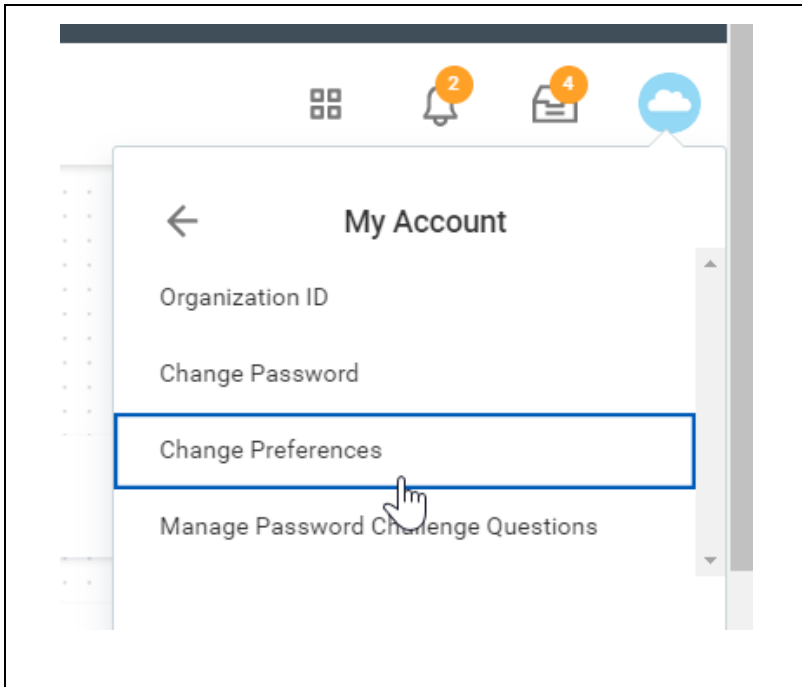
After logging into Workday, go to the top right of the Workday homepage and click on icon for a dropdown menu of additional actions you can take.

This icon will either be a cloud icon (if you do not have a Workday profile picture loaded) or it will be your picture (if you do have a picture loaded into Workday).



## Step 2

Click on **My Account** to change your preferences.



### Step 3

Click on **Change Preferences**.

**Tip:** In **Change Preferences**, you can adjust settings such as language, time zone, currency, etc.

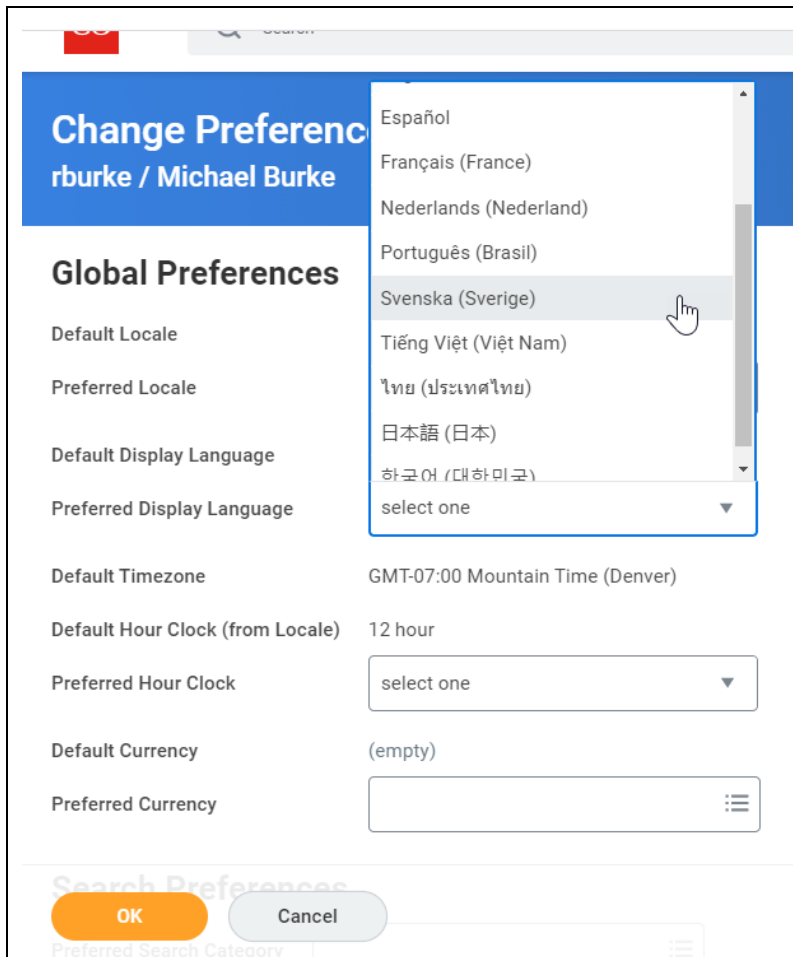
## Change Preferences

### Global Preferences

Default Locale	English (United States) - en_US
Preferred Locale	<input type="text" value="select one"/>
Default Display Language	English
Preferred Display Language	<input type="text" value="select one"/>

### Step 4

Go to **Preferred Display Language** and click on the dropdown menu for a list of Workday supported languages that you can select from.



### Step 5

Select your language preference and click **OK**.

**Tip:** Sign out and sign back in to Workday to apply your Display Language change.

## FAQ's

**What happens next?** For your language display change to take effect, sign out and sign back in to Workday to apply your Display Language change.

**What if I cannot remember my Workday password?** Please reach out to your HR Business Partner if you cannot remember your Workday password.