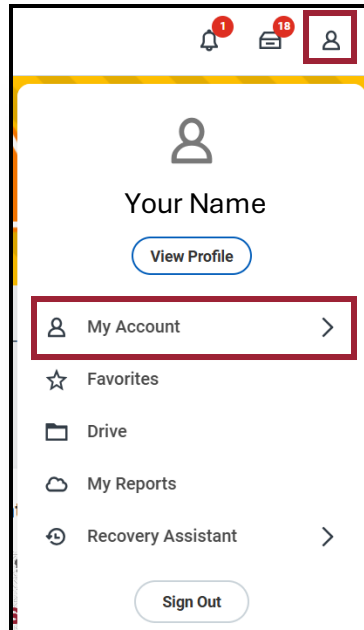


This quick reference guide (QRG) provides instructions on how to update your search preferences to New Workday Federated Search.

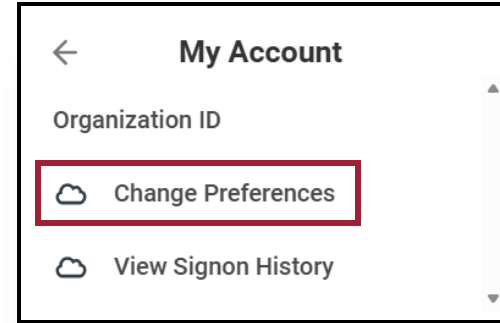
UPDATE SEARCH PREFERENCE

From the Workday Home page:

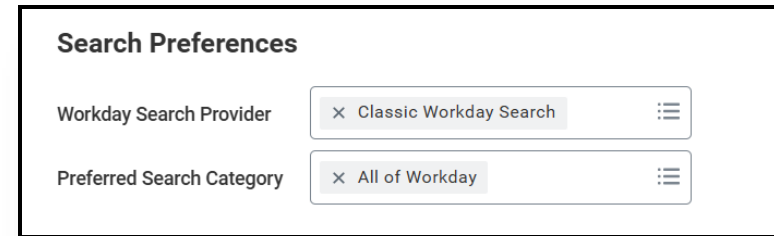
1. Click on the **Profile Icon**. Click **My Account**.



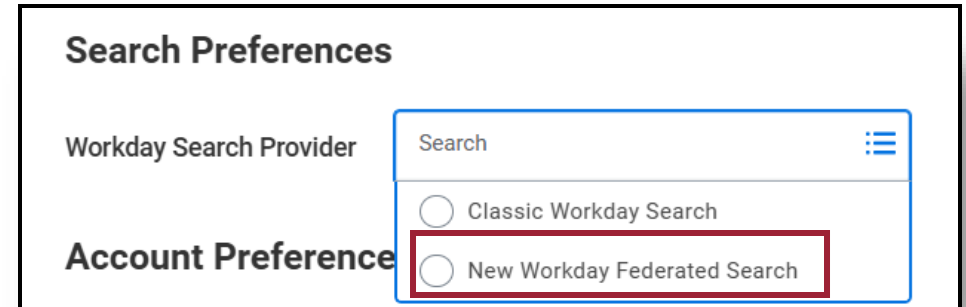
2. Select **Change Preferences**.



3. Scroll to Search Preferences.



4. In Workday Search Provider, Click the **X** beside Classic Workday Search. Select the **New Workday Federated Search**.



5. Click **OK**.