



Workday Navigation and Home Page Updates

September 2026



This Kean Workday My Guide is intended for the following users:

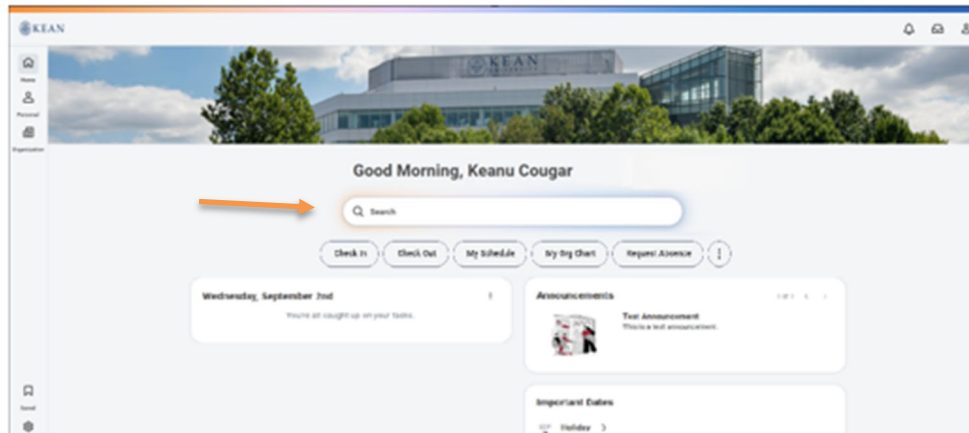
All Kean University Employees

Update 1 - Using the Updated Workday Home Page

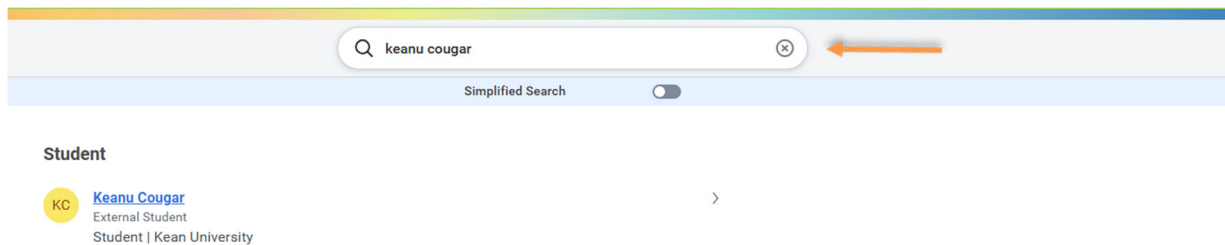
Beginning September 19, the Workday Home page will have an updated layout. These updates are cosmetic only; your access to system features and processes will not change.

Locate Search

On the Home page, the Search field will move below the page header and into the page body.

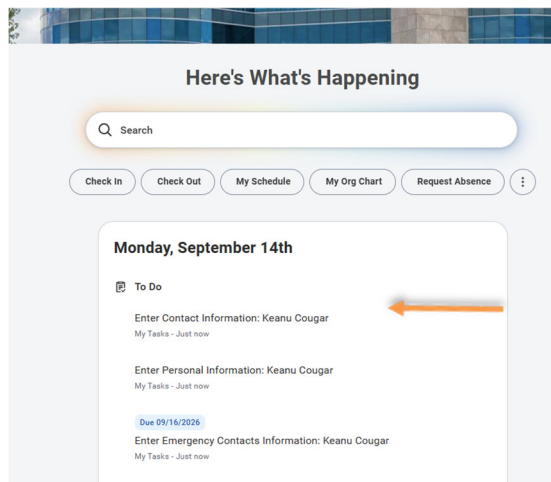


When you navigate away from the Home page, Search will return to its location above the page header.

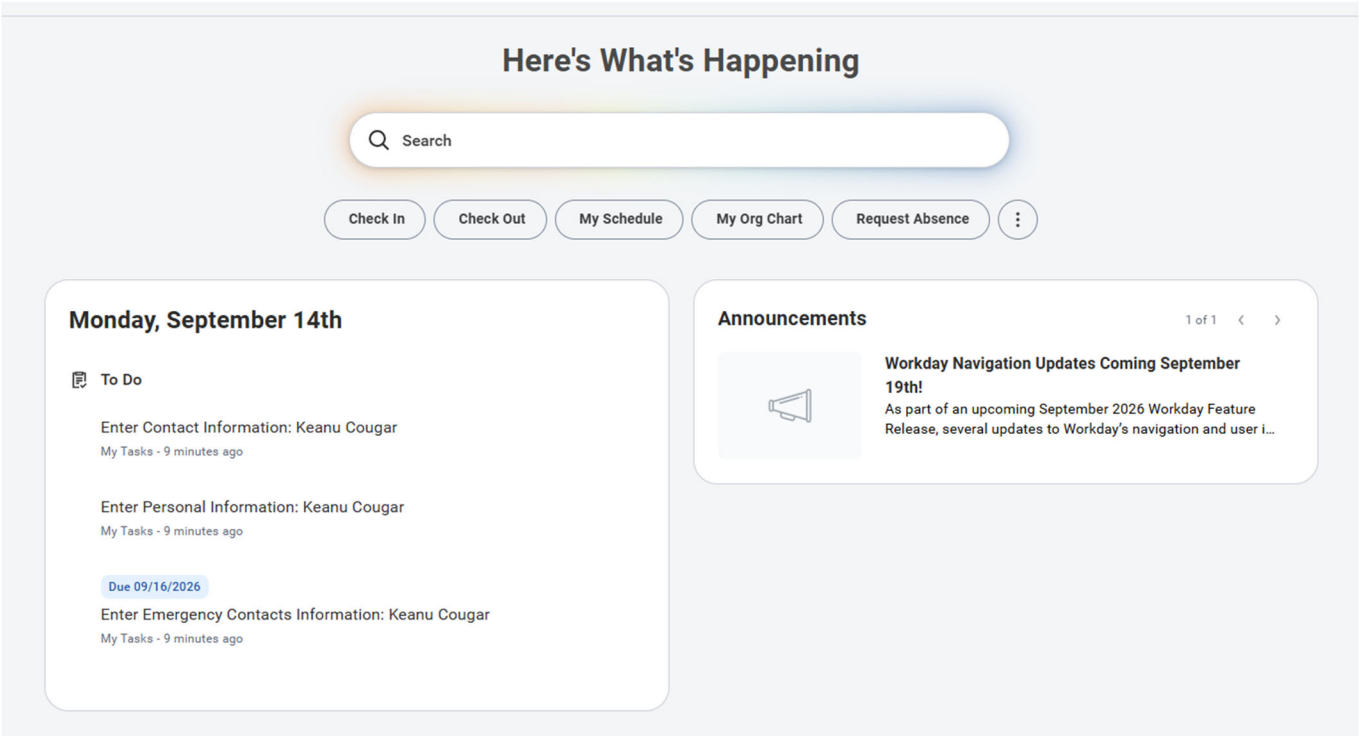


Find Tasks and Updates

- **To Do:** This section replaces Awaiting Your Action and contains tasks that require your attention.

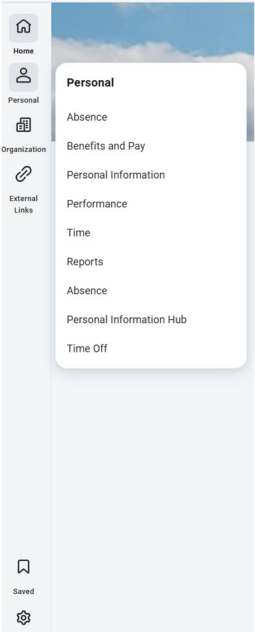


- **Announcements:** Announcements will continue to appear on the right side of the Home page, above Important Dates, when applicable.



Open Frequently Used Apps

The current Your Top Apps section will be retired. All apps will instead be available from the new Global Navigation sidebar.

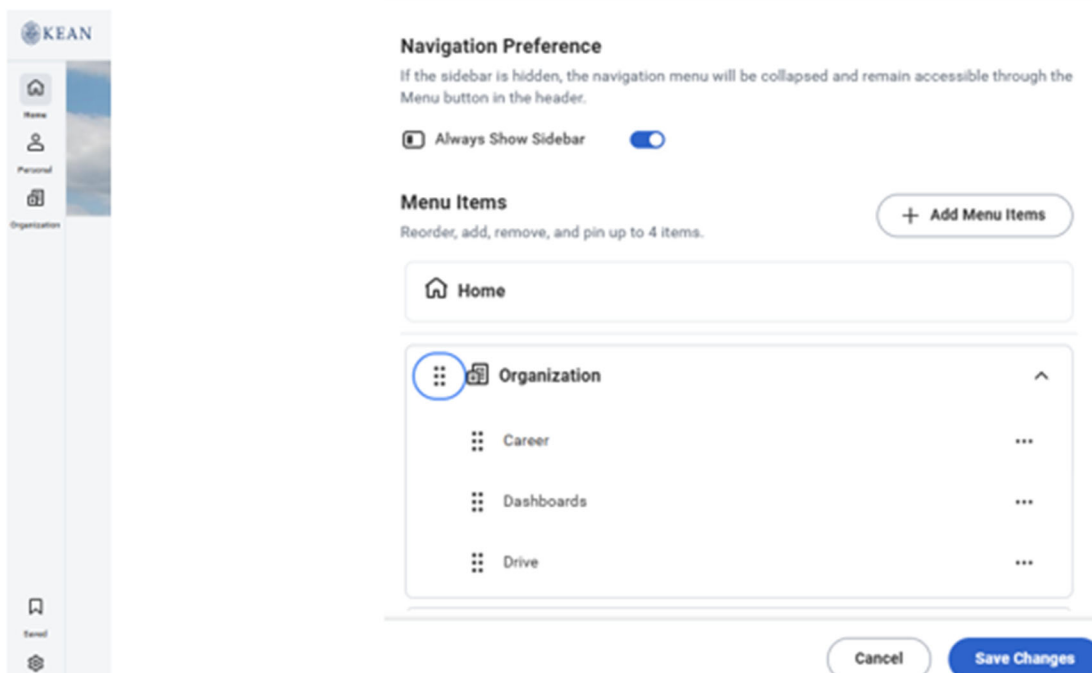


Update 2 - Using the New Global Navigation Sidebar

The Global Navigation sidebar replaces the current collapsible Global Navigation menu. Apps are organized by function, making commonly used areas of Workday easier to locate.

Show or Hide the Sidebar

The sidebar will be displayed automatically. Select the Gear icon at the bottom of the sidebar and turn Always Show Sidebar off to hide it. Turn the setting on to keep the sidebar visible.



Customize Menu Items

- **Add items:** Select Add Menu Items to add an available app or menu item.
- **Reorder items:** Drag menu items into your preferred order. You can pin up to four items.
- **Remove items:** Use the options menu beside an item to change or remove it.
- **Save:** Select Save Changes when you are finished.