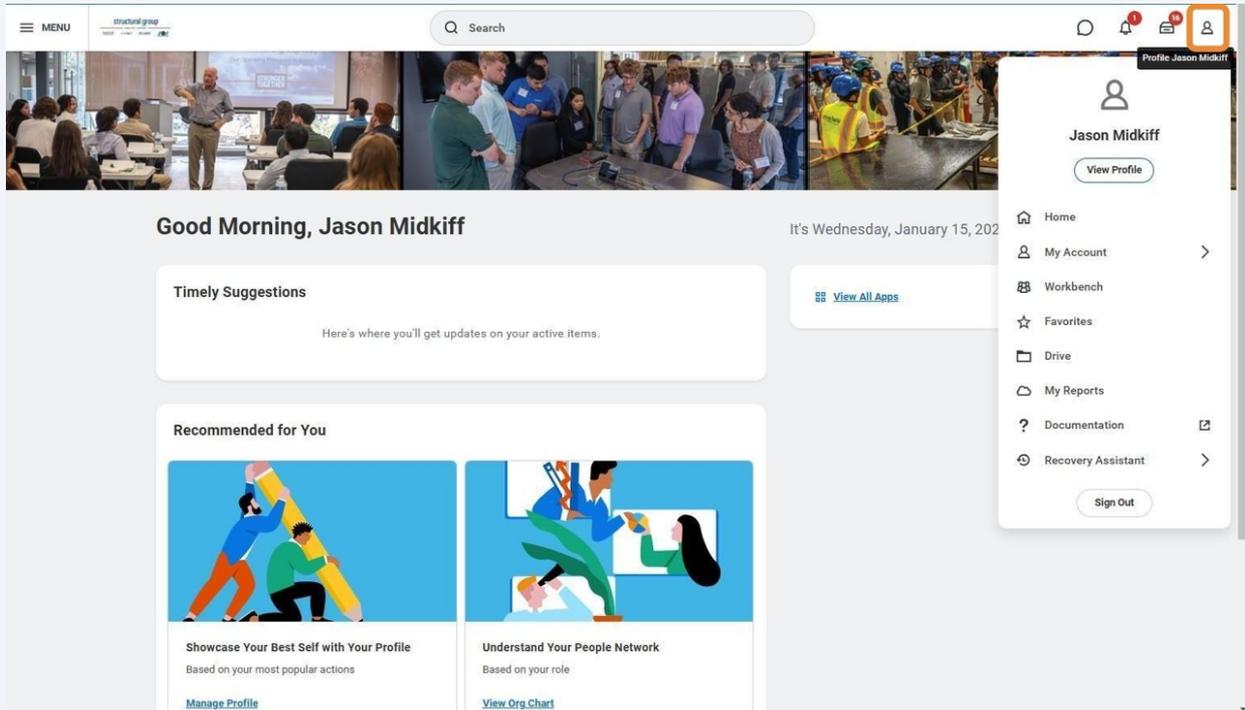
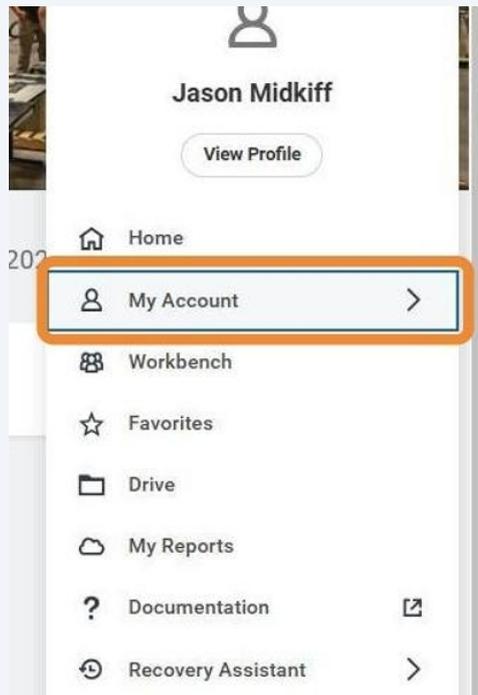


Change Language

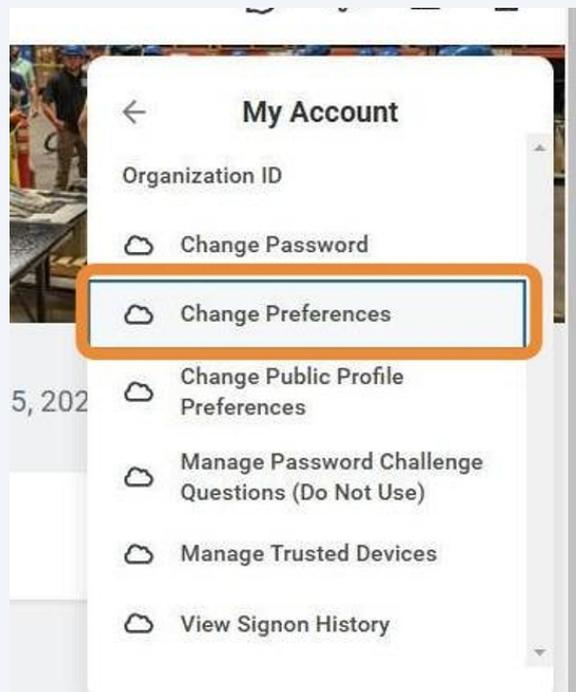
1 Click your icon in the top right corner.



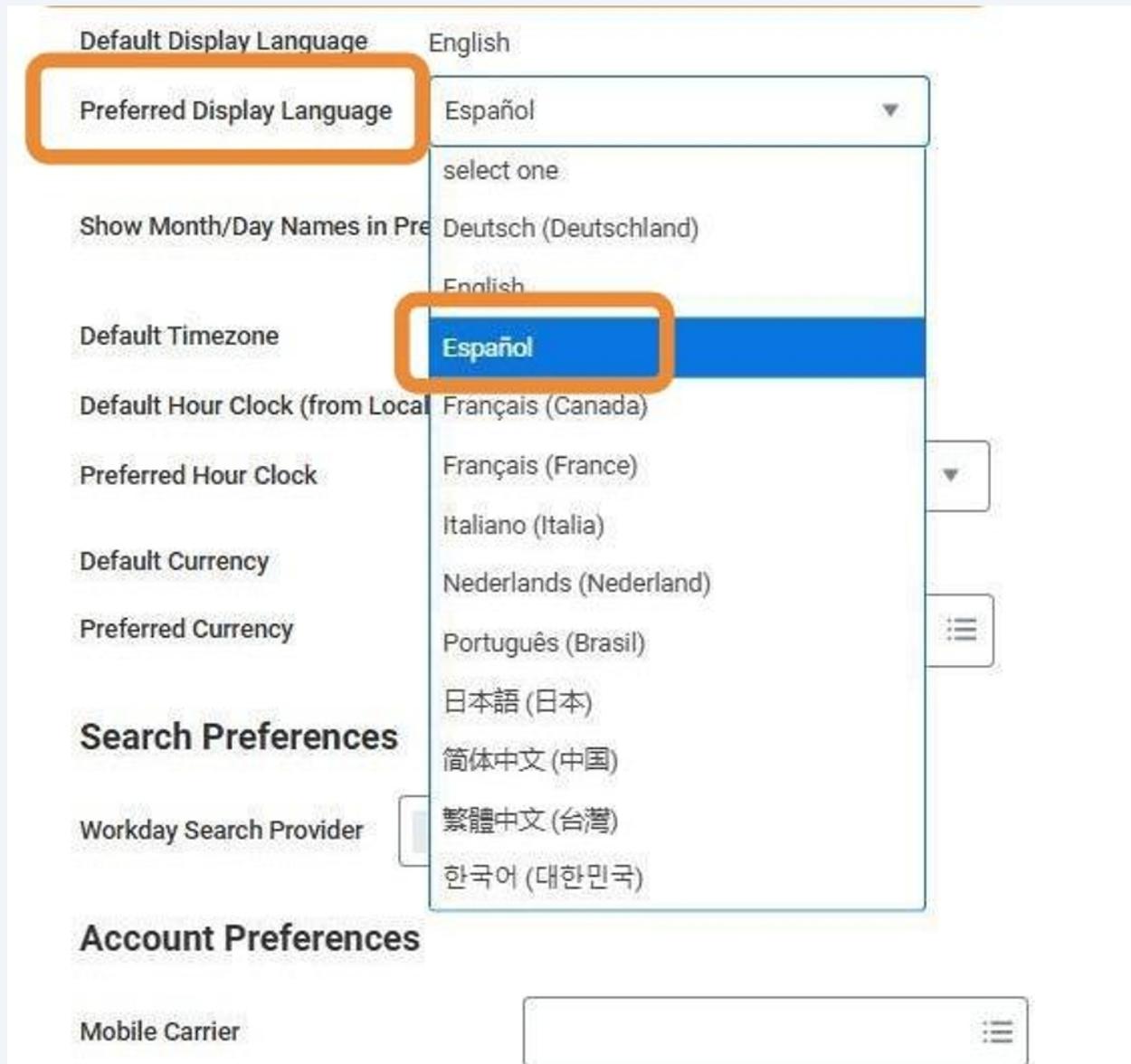
2 Click into 'My Account'.



3 Click "Change Preferences"



4 Click into the Preferred Display Language box and select your preferred language.



5 Click "OK"

Change Preferences jmidkiff@structuralgroup.com / Jason Midkiff

Global Preferences

Default Locale English (United States) - en_US

Preferred Locale select one

Default Display Language English

Preferred Display Language Español

Show Month/Day Names in Preferred Language Wednesday, January 15, 2025

Default Timezone GMT-05:00 Eastern Time (New York)

Default Hour Clock (from Locale) 12 hour

Preferred Hour Clock select one

Default Currency USD

Preferred Currency

Search Preferences

Workday Search Provider x New Workday Federated Search

Account Preferences

Mobile Carrier

OK Cancel

6 To have the language update that effect, you must sign out of Workday. Click into your icon in the top right and then Click "Sign Out"

Jason Midkiff

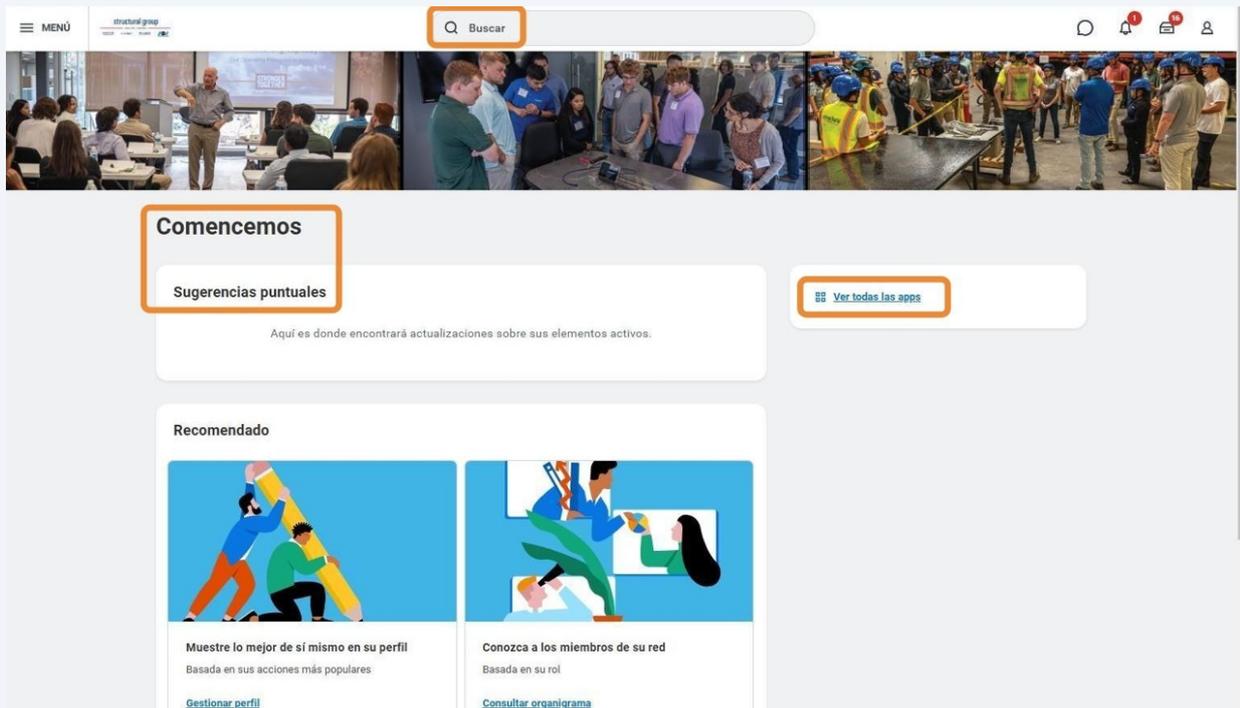
View Profile

- Home
- My Account >
- Workbench
- Favorites
- Drive
- My Reports
- Documentation
- Recovery Assistant >

Sign Out

7

Once you sign back into Workday, you should notice that the display language has updated.



Please note that some items will remain in English regardless of the language change.