This quick reference guide (QRG) provides instructions on how to opt-in to text messaging in Workday. These text messages do not take the place of any safety alert system and are meant to provide information and support from your institutional support network!

To opt-in to text messaging, complete the following steps.

OPT-IN FROM MY ACCOUNT

From the Workday Home page:

1. Click the **Profile** icon in the top right-hand corner of the screen.

2. Select **My Account** from the dropdown list.
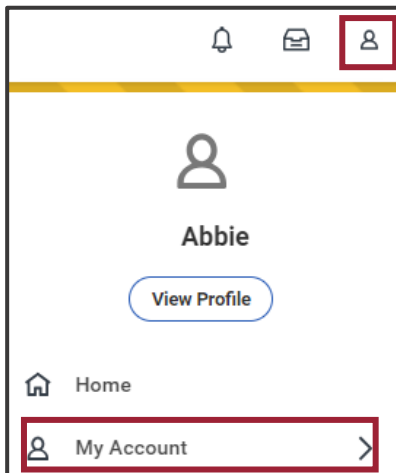
Note: Depending on your institution this might be your Student ID Photo instead of the default icon.

3. Select **Change Preferences**.

4. Scroll down and select **SMS** on the left-hand side of the screen.

5. Confirm the **Contact Method for Supported Countries** is the correct contact number.

Note: Clicking the **X** beside the contact will allow you to select a new number from the dropdown list. If you need to add a new phone number, please access the Student Self-Service: Change My Contact Information QRG for support.
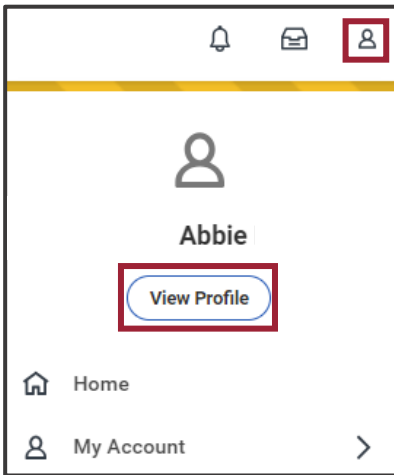
6. Check the **I consent** box.

7. Click **OK**.

8. Respond **YES** to the automated message sent to the selected contact number.
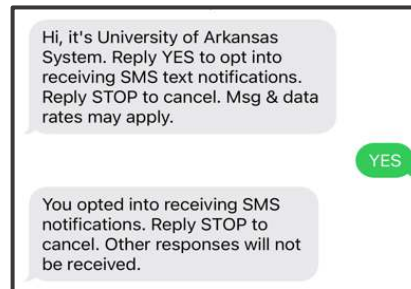
OPT-IN FROM STUDENT PROFILE

It is also possible to opt-in to text messaging from your student profile. To opt-in to texting from the Workday Home page:

1. Click the **Profile** icon in the top right-hand corner of the screen.

2. Select **View Profile** from the dropdown list.

3. Select **Contact** from the Student Profile Menu.

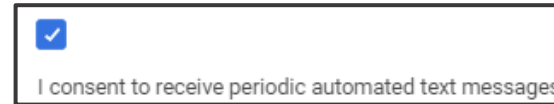Note: Depending on your institution this might be your Student ID Photo instead of the default icon.
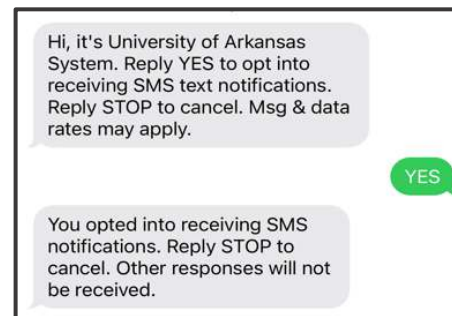
4. Click the **Edit** button.

5. Under the **Phone** section delete your current **Phone Number**. You must delete your current phone number even if it is the correct phone number for you.

6. Enter the **Phone Number** you wish to opt-in to text messaging.
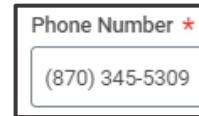
7. Check the **I consent** box.

8. Click **Submit**.

9. Respond **YES** to the automated message sent to the selected contact number.

Note: Reply **STOP** at any time to opt out of text messaging.