

Set Default Profile to Student Profile (for Student Workers)

Summary

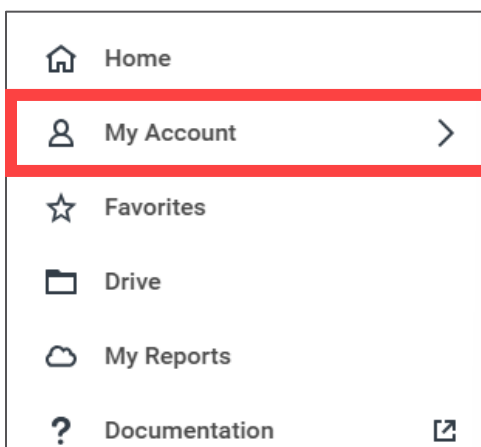
Student workers at Campbellsville University will have two profiles in Workday: a worker profile and a student profile. The default profile for student workers will be their worker profile. This guide shows how to change the default to be the student profile.

Change Default Profile

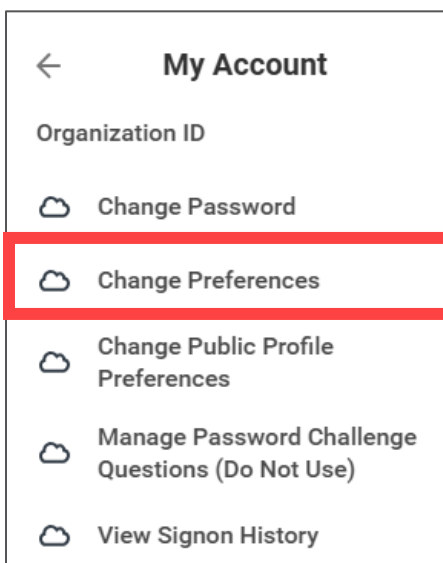
1. From the homepage, click the person icon (or photo) in the upper right-hand corner of the page.



2. Click **My Account**



3. Click **Change Preferences**.



4. Under **Account Preferences**, in the **Preferred Default Profile View**, choose **Student**.
5. Click **OK**.
6. Review the changes and click **Done**.

Account Preferences

Mobile Carrier

Preferred Home Page

Simplified View

Show responsive layout for prompts

Preferred Default Profile View

OK Cancel

Navigate to Different Profile

If you are a student worker, you can navigate to either the student or worker profile from your profile summary page.



Worker

[Taylor Tiger \(123456\)](#)

Campbellsville Campus | SUP_(000001) (Tiger Supervisor (000001) | Workstudy - Federal

Student

[Taylor Tiger \(123456\)](#)

Student | Campbellsville

Clicking this hyperlinked name will take you to the **worker** profile.

Clicking this hyperlinked name will take you to the **student** profile.