

CHANGING YOUR Preferred Language in Workday

Access Your Account in Workday

1. Log in to CDWA's [DirectMyCare web portal](#).
2. From the My Dashboard screen, select the **Workday** button to go to your Workday homepage.
**If you reach a login page, enter the same username and password as used to log into the [DirectMyCare web portal](#).*
3. When you reach your Workday Dashboard select your picture or profile icon in the top right corner of the screen, then select **My Account** from the dropdown options. (Fig. 01)
4. From My Account choose **Change Preferences**. (Fig. 02)
5. Choose your **Preferred Display Language** from the dropdown menu. Click OK. (Fig. 03)
 - Users will need to log out of Workday and then log back in for the changes to be displayed.

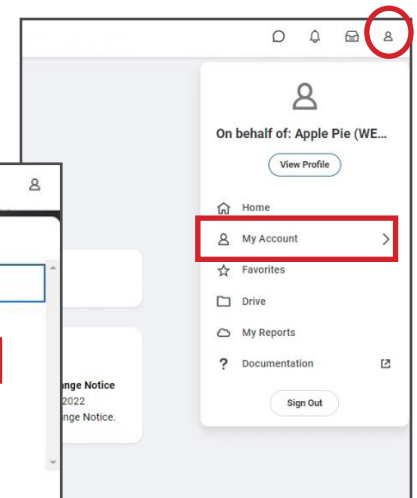


Fig. 01

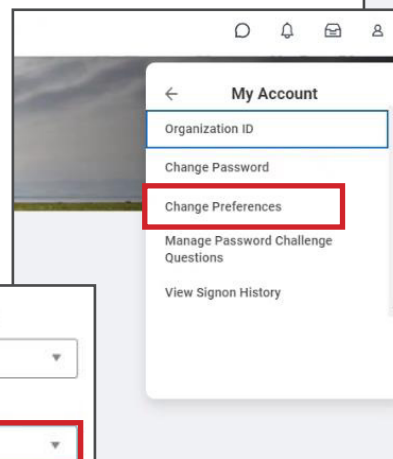


Fig. 02

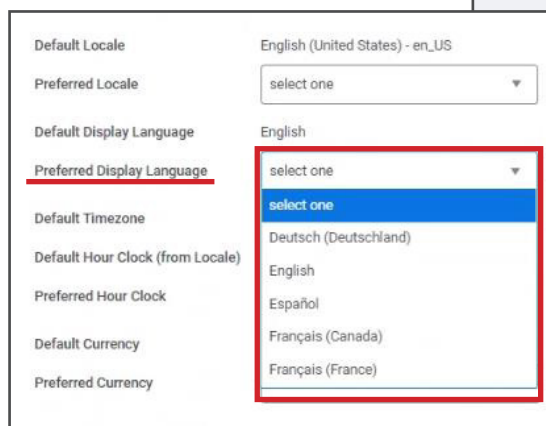


Fig. 03

6. Your Workday home page will now display in your preferred language. (Fig. 04)

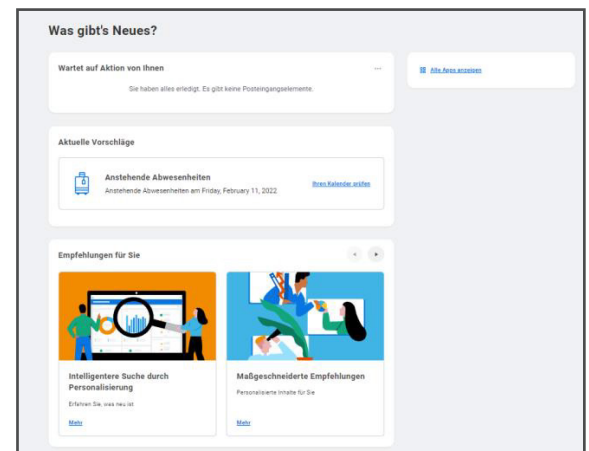


Fig. 04

continued on next page

Using Google Translate

Changing your preferred language in Workday may not change all of the text on the page. If you need help, you can use Google Translate. If you use Google Chrome, a pop-up may appear in the top right corner of your browser screen. You can use this to translate English words in Workday to your preferred language. If you are using a mobile device, you can find the Google Translate app in the App Store or Play Store. **NOTE:** Google Translate does not always accurately translate English text.

If Google Translate does not automatically appear, you can add it manually. This will allow you to use the translate feature on any webpage, not just Workday. Follow the instructions below to add Google Translate to your Chrome internet browser.

How to add Google Translate

1. Go to the Chrome Web Store by [using this link](#).
2. Search for Google Translate.
3. Select Google Translate from the menu options, then select the extension from the list. (Fig. 05)

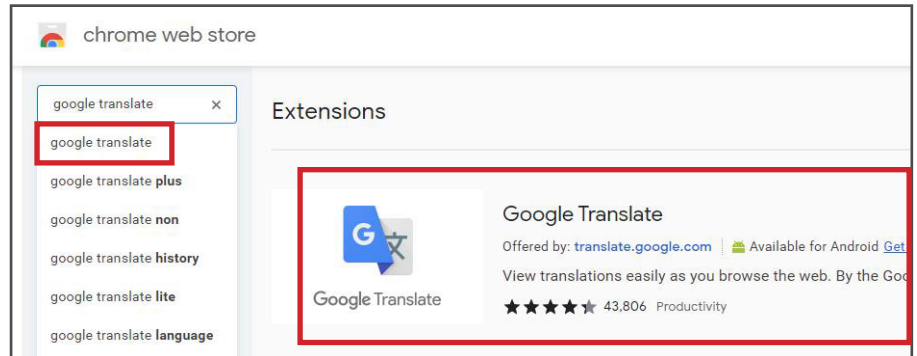


Fig. 05

4. Select **Add to Chrome** button. (Fig. 06)

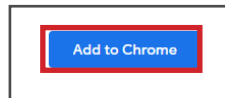


Fig. 06

5. Select **Add extension** on the pop up. (Fig. 07)

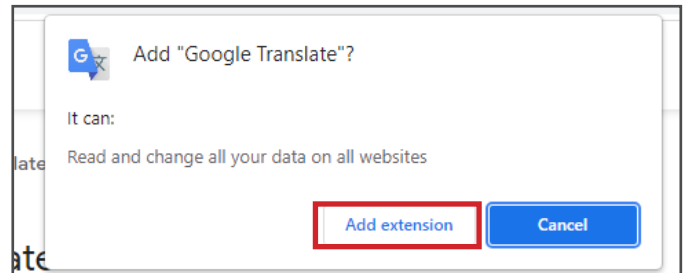


Fig. 07

6. Your extensions can be found on the far right of your URL address bar. Select the puzzle piece to view. (Fig. 08)

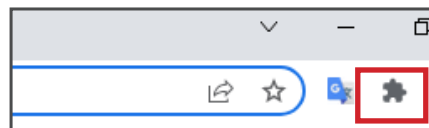


Fig. 08

7. Select the push pin icon next to Google Translate to "pin" it to your address bar. You will now see the Google Translate icon next to the puzzle piece whenever you are using the Google Chrome browser. (Fig. 09)

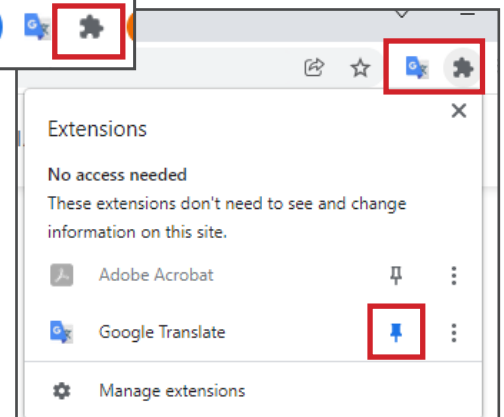


Fig. 09

How to use Google Translate

1. On any webpage, including Workday, select the Google Translate icon, then select **Translate this page**. This will translate the entire webpage into your preferred language. (Fig. 10)

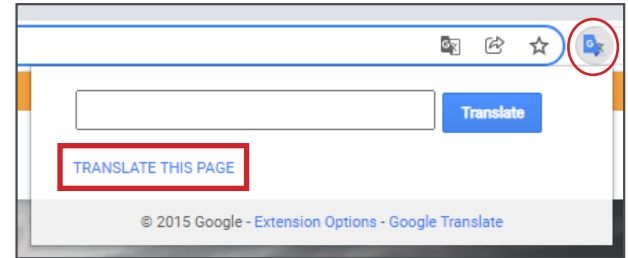


Fig. 10

2. Use the dropdown menu options to select your preferred language. (Fig. 11 & 12) **NOTE:** Google Translate does not always accurately translate English text.



Fig. 11



Fig. 12