Add Worklets

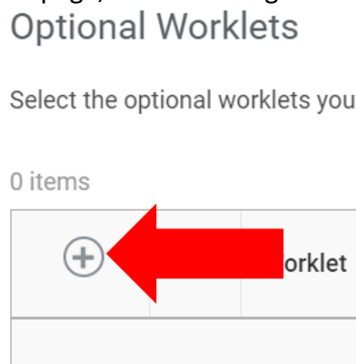**Add Worklets to Your Home Page**

From a computer:

1. Log into Workday. – click **here** for the link to the site.

2. From the Home page, click the ⚙ icon underneath your name in the top right corner.

3. Under the Optional Worklets side of the page, click ⊕ to generate a blank field.

4. Click on the blank field.

5. Type the name of the worklet (e.g. **qik**) and click **Enter** -OR- click on the ☰ icon and explore the many worklets available.

6. Repeat steps 3 – 5 to add multiple worklets at once.
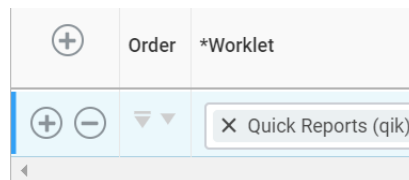
7. Once the worklet(s) are added, then click **OK**.

8. Click **Done**.