# Tip sheet: *Customizing your Workday Home Page*

Workday is configured with default basic round Worklets for every employee. These Worklets may differ slightly from employee to employee, depending on your status and location

It is possible to customize your Workday Home page to include optional additional worklets.

After logging in to your Workday account, navigate to the round "**gear**" icon in the upper right hand corner.
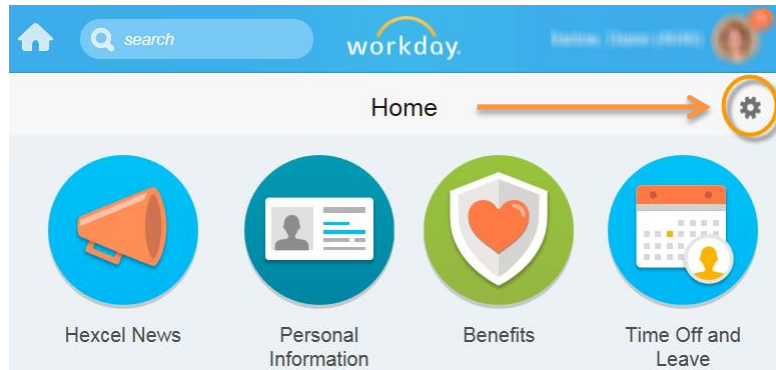
Clicking this gear will bring up the "Configure Worklets" screen. From here, you will be adding **Optional Worklets** by clicking on the **Plus** icon.

Click on the **Prompt** icon and select **All** to bring up the Worklets available to be included on your Home page. Make your selection and click the orange **OK** button to finalize your choice.

Note: You can have a total of 12 worklets on your Home page. Additional Worklets can be added by clicking the Plus icon and repeating the process. To remove a Worklet, click the Minus icon.