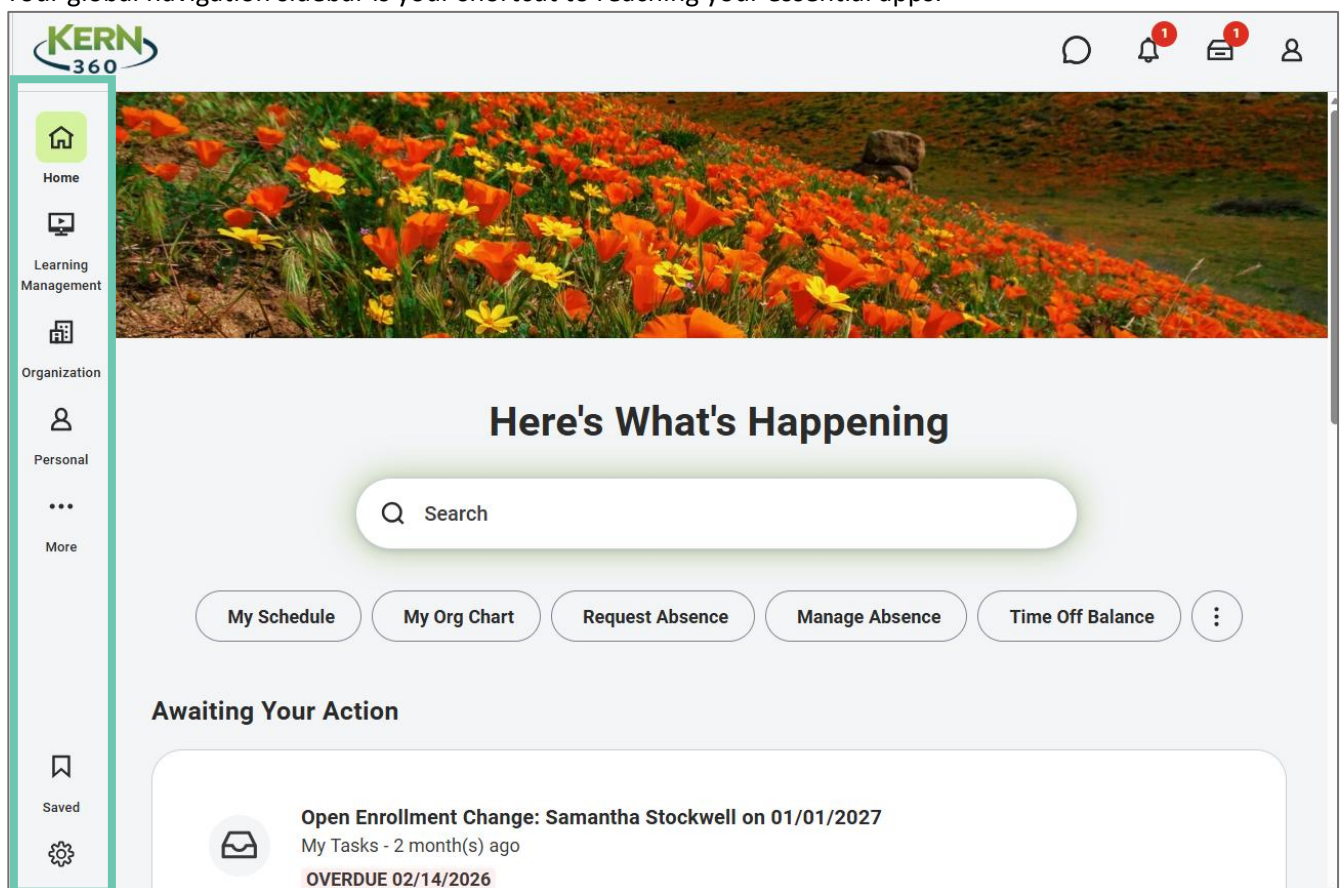
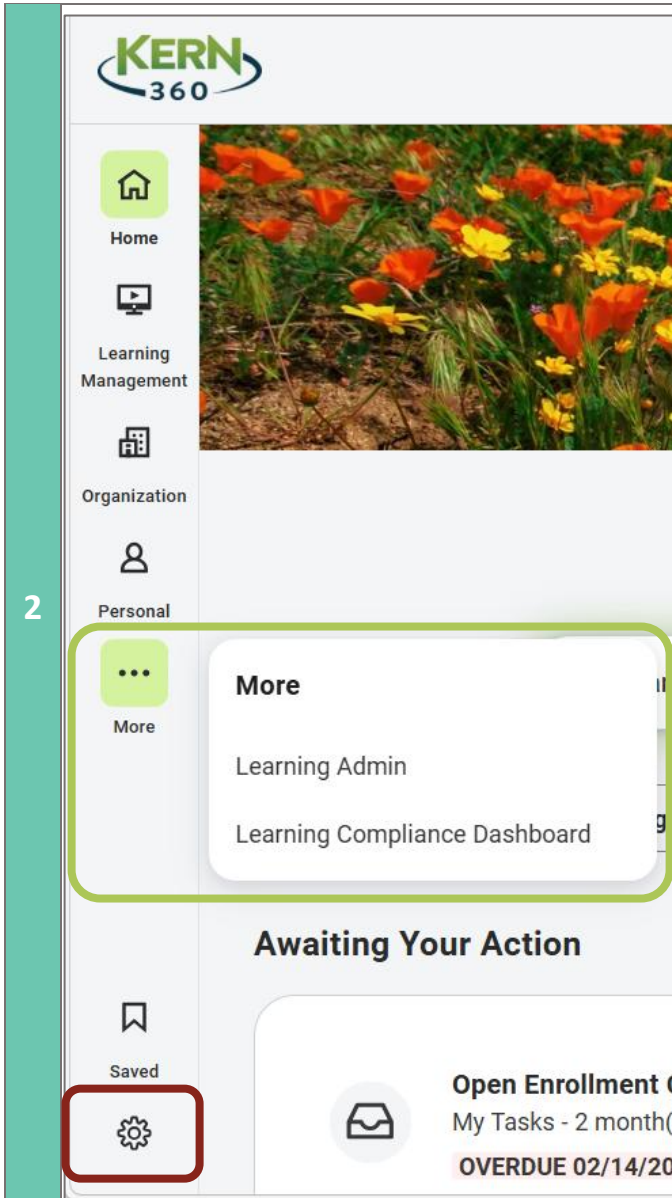


Audience / Role	All employees
Description	This job aid will guide you through customizing your sidebar navigation menu.

Your global navigation sidebar is your shortcut to reaching your essential apps.



The screenshot displays the KERN 360 Workday interface. On the left, a green sidebar contains navigation links: Home, Learning Management, Organization, Personal, More, Saved, and a settings gear icon. A large green box with the number '1' highlights the sidebar. The main content area features a banner image of orange flowers. Below the banner, the text 'Here's What's Happening' is followed by a search bar. A row of buttons includes 'My Schedule', 'My Org Chart', 'Request Absence', 'Manage Absence', 'Time Off Balance', and a menu icon. Below this, the section 'Awaiting Your Action' contains a task card for 'Open Enrollment Change: Samantha Stockwell on 01/01/2027', which is marked as 'OVERDUE 02/14/2026'.



By default, your navigation sidebar will display a home button and your top app categories. Individual apps will display when you hover over each category, and any apps outside of your top categories will display when you hover over the **More** category.

You can customize your sidebar by clicking the gear icon at the bottom of the menu.

All categories with their corresponding apps will be grouped in your **Customize Navigation** window. Use the six dots on the left of each menu item to reorder menu items by dragging and dropping them into your preferred order. Click the three dots on the right side of a menu item to pin that item to your menu for easy access, or select Remove from menu to delete an item from your menu entirely. Note that some menu items are part of your default settings and cannot be deleted.

3

Customize Navigation

⋮

Benefits and Pay

⋮

⋮

Learning

⋮

⋮

Expenses Hub

⋮

⋮

Help

⋮

⋮

More

⋮

⋮

Learning Admin

⋮

⋮

Learning Compliance Dashboard

⋮

🔖

Saved

Shortcuts will appear in the Saved section of the navigation.

+ Add Shortcuts

Cancel

Save Changes

⋮

Pin to menu

Remove from menu

Customizing the Global Sidebar

4



Home



Help



Learning Management



Organization



Personal



More



Saved



Any items you pin will display on your sidebar after you close your sidebar settings.

You can add further customization by selecting the gear icon and adding saved items or new menu items. Your **Add Menu Items** button is at the top of your **Customize Navigation** window.

Navigation Preference

If the sidebar is hidden, the navigation menu will be collapsed and remain accessible through the Menu button in the header.

☐ Always Show Sidebar ☒

Menu Items

Reorder, add, remove, and pin up to 4 items.

[+ Add Menu Items](#)

When you click **Add Menu Items**, you'll find a list of available menu items grouped by category. Click the plus sign beside a menu item to add it to your sidebar. You'll also find a search bar where you can type in specific menu items you wish to add.

Add Menu Items

Configuration

Campaigns



Connect



5

The option to add shortcuts to your **Saved** section appears at the bottom of your **Customize Navigation** window. Click Add Shortcuts and type the task or report you would like to save. Once you've saved a new shortcut, you'll be able to find it by clicking the Saved icon near the bottom of your global sidebar navigation.

Saved

Shortcuts will appear in the Saved section of the navigation.

[+ Add Shortcuts](#)

Cancel

Save Changes