How to Change My Work Space

**STEP 1**
From your homepage, type “Change My Work Space” in the search bar.
Select the task that appears.

**STEP 2**
Enter the effective date of the Work Space change (you cannot use a future date).
Click on the .
You can select the menu options to find your Work Space.

**OR**

We suggest you start by typing your room number and hitting enter. This will narrow down the results of your search.

**STEP 3**
Click submit at the bottom of the page.
The request will go to HR for approval.

If you cannot find your Work Space it most likely needs to be created in Workday.
Please open a ticket for your work space to be created by contacting the Workday Help Desk at workday@montclair.edu or call x7971 option 4.