

Workday Student

On this job aid:

- [Workday Student at Lynn](#)
- [What to Expect from Workday Student](#)
 - [Faculty & Staff](#)
 - [Students](#)
 - [Academics](#)
 - [Financial](#)
- [Training Resources](#)

Workday Student at Lynn

Beginning March 4th, 2024 students, faculty and staff will have access to Workday Student and on March 18 students will start registering for fall 2024 in Workday.

Workday Student will be the system of record starting with the fall 2024 semester, academic year 2024 – 2025.

Spring and summer 2024 registration and other transactions for all students will take place using our legacy student information systems (Jenzabar/myLynn and Powerfaids)

Fall 2024 registration for all students will take place using Workday Student beginning March 18, 2024. The Academic Advising Center will provide information about advising appointments and group registration schedules to students via Navigate.

What to Expect from Workday Student

Faculty & Staff

Workday Student offers everything you need as a faculty or staff to manage courses and interact with students. Workday Student combines Academics, Student Accounts and Financial Aid functions into a single application and automates many processes, making it faster and simpler to manage your department operations.

- View class rosters
- Change grades
- View, edit, and approve academic plans
- View degree requirements
- Monitor students' academic progress
- Manage student billing and payments
- And much more!

Students

Workday Student will help student manage everything needed from enrollment through commencement. Workday Student brings together numerous related functions that currently live in multiple applications like myLynn and eSAS and automates them, making it easier than ever to manage your academic life at Lynn.

Academics

- Register for classes
- View your schedule
- View your holds
- View your grades
- Add, drop, or swap classes

- Check academic progress towards degree completion
- Apply for program completion
- And much more!

Financial

- View your tuition and fees
- Enroll in direct deposit for refunds
- View details about your student account activity
- View and accept your financial aid
- Pay your bill
- And much more!

Training Resources

On this section you will find all documentation and how to's related to Workday Student that apply to admissions applicants, students and faculty.

- [Go Live Workday Student - Student Checklist](#)
- [Go Live Workday Student - Faculty Checklist](#)
- [Go Live Workday Student - Onboarding Guide](#)
- [New Student Onboarding Guide](#)
- [Returning Student Onboarding Guide](#)
- [Financial Aid System Tool \(FAST\) for Applicants](#)
- [Student Job Aids and Training Materials](#)
 - [Academics Application Overview](#)
 - [Finances Application Overview](#)
 - [How to Change your Legal/Preferred Name](#)
 - [How to Change Student Contact Information](#)
 - [How to Add Emergency Contacts and Third Party Proxy Access](#)
 - [View Students Holds](#)
 - [How to View Student Notes](#)
 - [View My Enrolled Classes](#)
 - [View Academic Progress and Requirements Report](#)
 - [How to Register from Academic Plan](#)
 - [How to Drop, Swap and Withdraw Classes](#)
 - [Request Course Section Prerequisite Override](#)
 - [How to Evaluate Academic Requirements \(What-If Scenario\)](#)
 - [Request Change of Program of Study \(Change Major\)](#)
 - [How to Generate/Request Student Transcripts](#)
 - [View My Account](#)
 - [How to Make a Payment](#)
 - [How to Setup a Payment Plan](#)
 - [Electronic 1098-T](#)
 - [How to Complete Financial Aid Items](#)
 - [View My Financial Aid Package](#)
 - [View a Financial Award Letter](#)
 - [How to Accept/Decline Financial Aid Awards](#)
 - [How to Add Payment Elections for Refunds](#)
 - [How to Request Withdrawal from the Institution](#)
 - [How to Request a Student Leave of Absence](#)
- [Third Party Proxy \(Parents And Friends\) Job Aids](#)
 - [Navigating Workday for Parent/Third Party Proxy](#)
 - [Troubleshooting Parent/Third Party Proxy](#)
- [Faculty Job Aids and Training Materials](#)
 - [Faculty Teaching and Advising Application Overview](#)
- [How to Search for Course Sections in Workday](#)