

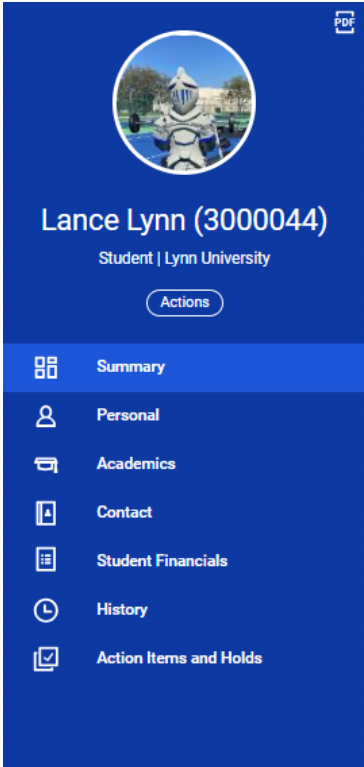






Go Live Workday Student - Student Checklist

This is a recommended list of tasks for students to get familiar with Workday Student.

LOGIN	Log into Workday - Job Aid: Log into Workday
TOOLS AND NAVIGATION 	Job Aid: Getting Started Workday Tools and Navigation REVIEW: <ul style="list-style-type: none"> <input type="checkbox"/> Navigate the Home Page <input type="checkbox"/> Become familiar with Search, Profile Menu and Related Actions
MY TASKS NOTIFICATIONS 	Job Aid: My Tasks and Notifications <input type="checkbox"/> Become familiar with your Notifications and My Tasks
STUDENT PROFILE 	Job Aid: Access your Student Profile Page REVIEW: <ul style="list-style-type: none"> <input type="checkbox"/> Summary Card <input type="checkbox"/> Personal Information (Gender, Race/Ethnicity, etc.): On Profile Menu --> Personal; --> Personal Information; --> Edit <input type="checkbox"/> Contact Information: Addresses, Phone, Email Addresses: On Profile Menu --> Contact - - > Home Contact Information <input type="checkbox"/> Academics: Overview, Current Classes, Plan, Academic History, Academic Progress: On Profile Menu - - > Academics <input type="checkbox"/> Student Financials: Transaction Summary, Due Now Details: On Profile Menu --> Student Financials <input type="checkbox"/> Action Items and Holds: Active Holds: On Profile Menu select -->Action Items and Holds --> Active Holds ADD: <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Contacts: On Profile Menu select Contact, select Friends and Family tab. Add Contact.

<p>APPS</p> <div data-bbox="142 205 511 331">  <p>Academics</p> </div>	<p>Job Aid: Academics Application Overview</p> <p>REVIEW:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support Network: View your Advisor information <input type="checkbox"/> Generate Unofficial Transcript <input type="checkbox"/> Find Course Section Report <input type="checkbox"/> Locate where can you request an Enrollment Verification Letter
<p>APPS</p> <div data-bbox="142 596 511 751">  <p>Finances</p> </div>	<div data-bbox="540 535 1453 640" style="border: 1px solid red; padding: 5px;"> <p> Finance app will be available as we start processing Fall 2024 charges and financial aid.</p> </div> <p>Job Aid: Finances Application Overview</p> <p>REVIEW:</p> <ul style="list-style-type: none"> <input type="checkbox"/> View Statement <input type="checkbox"/> View Account Activity <input type="checkbox"/> View your Financial Aid package <input type="checkbox"/> Review Financial Aid action items (if available)
<p>ACADEMICS</p> <div data-bbox="142 1087 456 1161">  <p>Academics</p> </div>	<p>Job Aid: Academics Application Overview</p> <ul style="list-style-type: none"> <input type="checkbox"/> View My Enrolled Classes <input type="checkbox"/> Review your Academic Plan <input type="checkbox"/> Evaluate Academic Requirements (What-If Scenario)