




Go Live Workday Student - Faculty Checklist

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

LOGIN	Log into Workday
TOOLS AND NAVIGATION 	Job Aid: Workday Tools and Navigation, My Tasks and Notifications REVIEW: <ul style="list-style-type: none"> <input type="checkbox"/> Navigate the Home Page <input type="checkbox"/> Become familiar with your Profile Menu and Related Actions <input type="checkbox"/> Become familiar with your Inbox tasks and Notifications
FACULTY TEACHING APP 	<div style="border: 1px solid red; padding: 10px; margin-bottom: 10px;">  Your courses for academic year 2024-2025 will be available as the registrar's office publish them in Workday. </div> Job Aid: Faculty Teaching and Advising Application Overview REVIEW: <ul style="list-style-type: none"> <input type="checkbox"/> View Your Teaching Schedule <input type="checkbox"/> View a Course Section Roster