

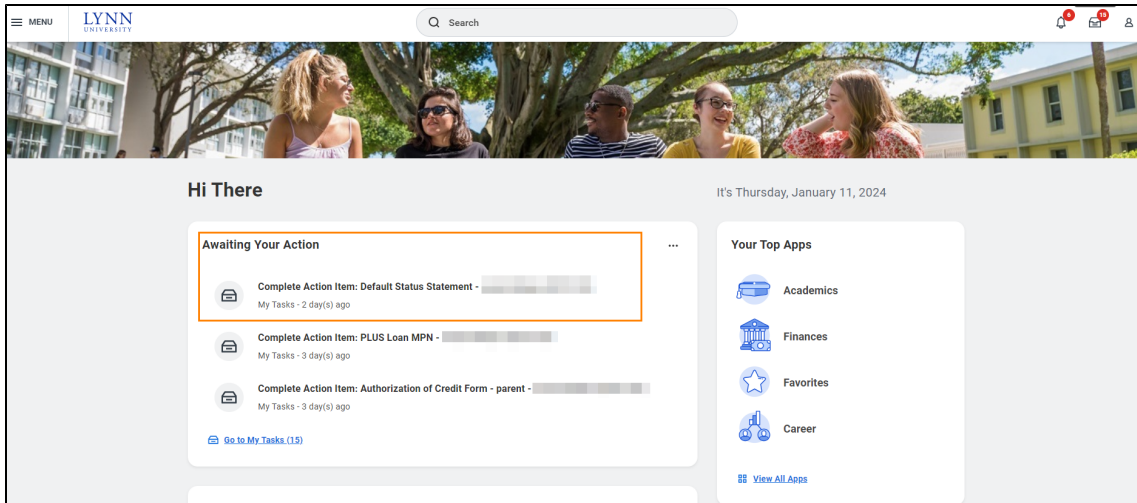
How to Complete Financial Aid Items

On this job aid:

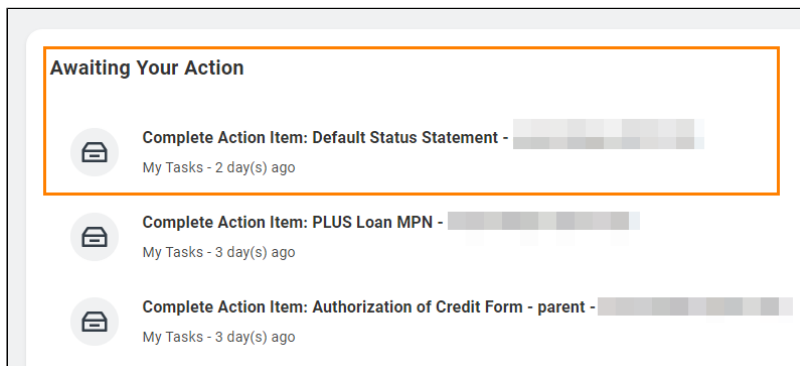
How students can view and complete financial aid actions that have been assigned to them in their Workday tasks /inbox.

Log into Workday.

Students' most recent financial aid action items will be displayed on their Workday Homepage.



To open the inbox, press on any item in the Awaiting Your Action window, or press on the My Tasks icon in the top right corner of the homepage.



The current action item will be listed on the left. Student must select an item to view the details and instructions.

The screenshot shows the Lynn University portal interface. On the left is a 'My Tasks' sidebar with options like 'All Items', 'Saved Searches', 'Filters', 'Archive', and 'Bulk Approve'. The main area is titled 'Complete Action Item' for a 'Default Status Statement'. It includes a search bar, a list of items (with one highlighted), and a details section. The details section has fields for 'Name', 'Description', 'Action Type', and 'For' (2023-2024 Award Year). There is a 'Drop files here' area with a 'Select files' button. Below this is a 'Process History' section with a comment box and a 'Submit' button.

To upload required document, either drag and drop the file(s) or click "Select Files and select saved file(s)".

This is a close-up of the file upload area. It features a light blue background with the text 'Drop files here' and a small 'or' button. Below this is a rounded rectangular button labeled 'Select files'.

If you have multiple documents or pages, click Upload to add another document.

Click the garbage can icon to delete a document.

This screenshot shows the document upload interface. It lists two files: '3568.png' and '1098_inst.JPG'. Each file has a green checkmark and the text 'Successfully Uploaded!'. To the right of each file name is a trash can icon. Below each file name is a 'Comment' label and a text input box. At the bottom of the interface is a large 'Upload' button.

Once you uploaded the required documents click Submit

