

Access your Student Profile Page

On this Job aid:

- [Student Profile Overview](#)
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- [Ribbon Menu / Actions Button](#)

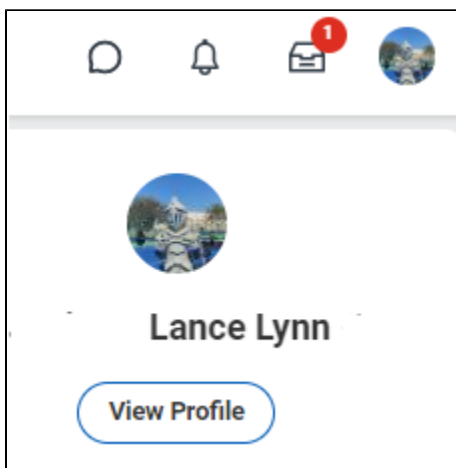
! The Workday [Worker profile](#) will default if the student is also a [Lynn University employee](#).

To switch to the student profile, on the Summary tab, then under Summary card, press student name's blue link to switch profiles.

Student Profile Overview

Student profile page displays categories and a quick Actions Menu to view and edit Student information.

Click your picture (or cloud icon) on the top right of the screen to access the profile page.



When you arrive at your Student Profile, you're presented a summary of your Student record:

1. The Blue Ribbon Menu
2. Student Information
3. Summary card (if you have other profiles like worker, you can switch between your profiles in this area)
4. Current Classes
5. Account Activity
6. Housing Assignment

The screenshot shows the Lynn University Student Profile page. The layout includes a blue sidebar menu on the left, a main content area with a top header, and a right sidebar. Numbered callouts highlight specific features:

- 1**: Profile picture and name 'Lance Lynn (3000044)' in the top left.
- 2**: 'Student Information' section including 'Lynn University', 'Student Status' (Active), 'Class Standing' (First Year), 'Primary Program of Study' (International Business Management Major - Undergraduate), and 'Contact Information - Public' (Email: jcsstu@email.lynn.edu).
- 3**: 'Worker' and 'Student' sections in the right sidebar, showing job titles and student status.
- 4**: 'Current Classes' section listing enrolled sections for 2024 Undergraduate Spring Session A, B, II, and C.
- 5**: 'Account Activity' section showing 'Total Account Balance' of 27,076.50 and 'Due Now' of 36,715.50, with a 'View Statement' button.
- 6**: 'Housing Assignment' section showing 'Current Housing Status' as 'Off Campus'.

Blue Ribbon Menu

The Blue Ribbon Menu of the Student Profile is a 'one-stop-shop' for your student record. By default, you arrive on the 'Summary' tab. Each section offers information related to that subject, and many sections (e.g. Contact, Personal, Academics, Financials, Financial Aid) offer quick access to various actions. You can also use the Actions Button, just under your name, to view a list of all available actions you can take; more on this in the next section.

On each individual Student profile page, categories will be on display at the left side of the screen; those categories are:



- Displays the student information, current classes and account activity. (Lynn students and employees can switch to other profiles by clicking their name link under the appropriate section).



- **Names:** presents Legal Name and Preferred Name. The Edit button allows students to start the name change process as well as edit their preferred name which will change in Workday and other sites as supported.
- **Personal Information:** presents Sex, Date of Birth, Marital Status, Hispanic or Latino, Race/Ethnicity, Citizenship Status, Gender Identity and Pronoun which all of them can be edited.
- **IDs:** Documents such as National IDs (Social Security Number) can be verified and edited.
- **Active Person Profiles:** Lynn students and employees can switch to other profiles by clicking their name link under the appropriate section
- **Current Housing Status:** Latest housing assignment on eRezlife.
- **Documents:** Other documents can be added under Students Documents and Personal Documents tabs. (Onboarding documents like statement of Financial Responsibility can be found under the Reviewed Documents tab).

**Contact**

- Students information including Institutional Contact Information, Home and Work address, Phone Numbers and Email can entered.
- My friends and Family: emergency contact
- Emergency contact: can be entered by Relationship Type.

<input type="checkbox"/>	Emergency Contact
<input type="checkbox"/>	Legacy
<input type="checkbox"/>	Legal Guardian
<input type="checkbox"/>	Next of Kin
<input type="checkbox"/>	Parent
<input type="checkbox"/>	Proxy
<input type="checkbox"/>	Recommender

**Academics**

Presents students academic information:

- Overview: presents General information of the program of study being pursued, overall academic progress and effective requirements per declared date.
- Current classes: lists information for all currently enrolled courses for the current academic period. Both students and administrators are able to drop/withdraw courses based on date controls and security.
- Plan: Academic Advising will provide students a plan in Workday. This plan will assist student in following their path to complete their degree and registering for courses.
- Academic History: Lists all courses the student has completed along with the academic period totals, cumulative totals and student standings, which makes up with the students transcript.
- Academic Progress: is a list of all academic requirements needed to complete the program (s) of Study a student is pursuing. Along with the Academic Requirements; students will see a percentage of satisfied requirements, Cumulative GPA, Unused Registrations and Overall Academic Progress.
- External Records: Education Test Results and Transferred credits.


**Student Financials**

- Students have access Make a Payments, View Statements, find out Total Account Balance and what is Due Now.

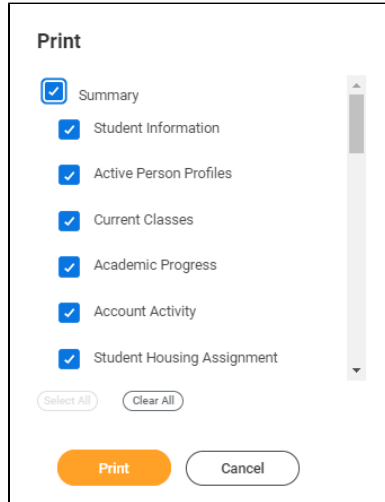
**Action Items and Holds**

- Students have the ability to see if there are any action item to complete, active holds and resolved holds under the categories for Financial Aid, Admissions and Onboarding; as well as Instructions on how to resolve the hold will be listed on all students holds.



Student profile pages can be exported to an adobe PEF file or save/printed by pressing the  icon located on the right of the students picture.

Press clear all and then select the pages before saving or printing.

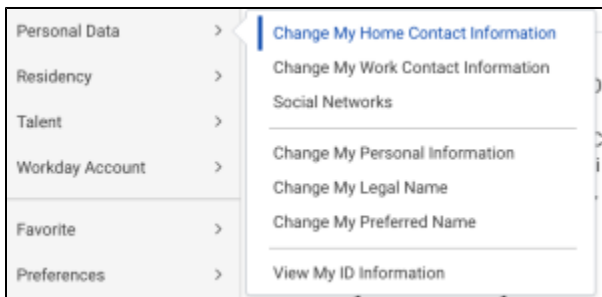


Print

- ☒ Summary
- ☒ Student Information
- ☒ Active Person Profiles
- ☒ Current Classes
- ☒ Academic Progress
- ☒ Account Activity
- ☒ Student Housing Assignment

Ribbon Menu / Actions Button

The Actions Menu button display a shortcut menu for Personal Data to have a fast view / change Home, Work Contact Information, Personal Information, Legal and Preferred Name and ID information.



Below is a limited list of the sections (most common) within actions and a brief description of what they offer.

Action	
Personal Data	The Personal section of the Actions menu offers you access to View/Change your Contact Information, Personal Information and Names. You can also view the IDs on the system.
Change Residency	This action will not change your resident/commuter status. This task is used to determined your Florida residency status for financial aid purposes.
Find Payments	This action will allow students to search for payments on their account.