Workday Quick Reference Guide
For Students

Workday Homepage

Menu:
Task Apps related to your role.

Home:
Navigates back to the Homepage.

Search:
For processes, students, other employees, or launch tasks.

Awaiting Your Action:
See top three most recent task assigned to you in My Task.

Toolbar:
Access this toolbar from any page within Workday.

Timely Suggestions:
See updates on your active items.

Recommended for You:
Training Suggestions

Recommended Apps:
Shortcut to open the

Notifications:
Messages that are important to you.

Profile:
Access your Profile, Favorites, and saved Reports.

My Tasks:
Notifications and actions you need to take.

View All Apps:
Shortcut to open the

Add/Edit Apps:
Add/Edit useful Apps to your menu.

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**Student Profile Panel Tabs**

- **Summary**: This tab provides essential information including your academic and financial status.
- **Personal & Contact**: These tabs contain information specific to you including your contact information and address.
- **Academics**: Find your academic information within this tab including your grades, GPA, and current classes.
- **Student Financials**: This tab contains information regarding your account balances and charges with the University.
- **Action Items and Holds**: Find information about any holds you may have and items requiring an action from you.
### Navigating the Academics Hub & Financials Hub

#### Academics Hub

<table>
<thead>
<tr>
<th>How Do I?</th>
<th>Take this Action</th>
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<tbody>
<tr>
<td>How do I Find a Course?</td>
<td>Academics Hub &gt; Planning and Registration &gt; Find Course Sections.</td>
</tr>
<tr>
<td>How do I Register for a Course?</td>
<td>Refer to Stellic for your Academic Planner. Find Course Sections task in Workday.</td>
</tr>
<tr>
<td>How do I see my Current Classes?</td>
<td>Academics Hub &gt; Overview &gt; Current Classes.</td>
</tr>
<tr>
<td>How do I Create or View my Saved Schedule?</td>
<td>Academics Hub &gt; Planning and Registration &gt; Saved Schedules.</td>
</tr>
<tr>
<td>How do I view my Academic History?</td>
<td>Academics Hub &gt; Academic History.</td>
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#### Financials Hub

<table>
<thead>
<tr>
<th>How Do I?</th>
<th>Take this Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I view my recent Payments, Awards, and my Bill?</td>
<td>Financials Hub &gt; Overview.</td>
</tr>
<tr>
<td>How do I print my Award Offer?</td>
<td>Financials Hub &gt; View Financial Aid &gt; Financial Aid Overview. Click Print Award Letter.</td>
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### Additional Resources

- **Student Financial Aid - Add Financials App Job Aid View the Student Financial Aid - Add Financials App job aid in our Workday Job Aid Library the complete process on navigating the Financials Hub.**
- **Workday Job Aid Library: Find all of our accessible job aids for students in our Workday Job Aid Library.**
- **Workday Video Library: Find Workday Student quick short video demonstrations, instructor-led demos, and live recorded sessions on multiple Workday functions including how to register or a course, how to drop a course, and much more in our Workday Video Library.**