

Workday Quick Reference Guide For Students

Workday Homepage

Menu:
Task Apps related to your role.

Home:
Navigates back to the Homepage.

Toolbar:
Access this toolbar from any page within Workday.

Notifications:
Messages that are important to you.

My Tasks:
Notifications and actions you need to take.

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

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

View All Apps:
Shortcut to open the

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

The screenshot shows the 'Menu' sidebar with a close button (X) in the top right. It has two tabs: 'Apps' (selected) and 'Shortcuts'. Under 'Your Saved Order', there are four items: 'Personal Information', 'Academics Hub', 'Financials Hub', and 'Finances'. At the bottom, there are 'Add Apps' and 'Edit' buttons.

Let's Get Started

Awaiting Your Action

You're all caught up on your tasks.

Timely Suggestions

Here's where you'll get updates on your active items.

Recommended for You



It's Monday,

[View All Apps](#)

Timely Suggestions:
See updates on your active items.

Recommended for You:
Training Suggestions

The screenshot shows the 'Profile' sidebar with a user icon at the top. Below it is a 'View Profile' button. The sidebar contains a list of navigation items: 'Home', 'My Account', 'Favorites', 'My Reports', and 'Documentation'.

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

Add Apps

Personalize your menu with useful Apps.

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- Finances
- Financials Hub



Student Profile & Student Profile Panel Tabs

Actions: Additional Task Menu

Student Information: Student ID, Status, Class Standing, and Primary Program of Study.

Current Classes: View current classes per Academic Period

Housing Assignment: Current Housing Status

Account Activity: Account Financial Information

Student Profile Panel: Access your academic, financial, and personal information.

Student Information: The University of Akron

Student Status	Active
Class Standing	Freshman
Location	Wayne Campus
Primary Program of Study	Mechanical Engineering Technology, AASMECE

Current Classes: Enrolled Sections - 2024 Spring
MATH 151-678 - Technical Mathematics I

Housing Assignment: Current Housing Status Off Campus

Account Activity: Total Account Balance 0.00 Due Now 0.00

Buttons: Make a Payment, View Statement, View Details

Navigation Menu: Summary, Personal, Contact, Academics, Student Financials, Action Items and Holds, Portfolio

Student Profile Panel Tabs

Abigail Zippy
Student | The University of Akron

Actions

Email

Summary

Personal

Contact

Academics

Student Financials

Action Items and Holds

Portfolio

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

Menu

Apps Shortcuts

Your Saved Order

- Personal Information
- Academics Hub
- Financials Hub
- Finances

+ Add Apps
Edit

Academics Hub

Academics Hub:
Select the Academics Hub from your menu.

How Do I?	Take this Action
How do I Find a Course?	Academics Hub > Planning and Registration > Find Course Sections.
How do I Register for a Course?	Refer to Stellic for your Academic Planner. Find Course Sections task in Workday. Academics Hub > Planning and Registration > Find Course Sections.
How do I see my Current Classes?	Academics Hub > Overview > Current Classes.
How do I Create or View my Saved Schedule?	Academics Hub > Planning and Registration > Saved Schedules.
How do I view my Academic History?	Academics Hub > Academic History.

Menu

Apps Shortcuts

Your Saved Order

- Personal Information
- Academics Hub
- Financials Hub
- Finances

+ Add Apps
Edit

Financials Hub

Financials Hub:
Select the Financials Hub from your menu.

How Do I?	Take this Action
How do I view my recent Payments, Awards, and my Bill?	Financials Hub > Overview.
How do I view my Financial Aid?	Financials Hub > View Financial Aid.
How do I view my Financial Aid breakout by semester of total aid and accepted awards.	Financials Hub > View Financial Aid > Financial Aid Overview.
How do I accept/decline my Awards?	Financials Hub > View Financial Aid > Financial Aid Overview. Click Accept/Decline Award.
How do I print my Award Offer?	Financials Hub > View Financial Aid > Financial Aid Overview. Click Print Award Letter. .

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 for the complete process on navigating the Financials Hub.
- **Workday Job Aid Library:** Find all of our accessible job aids for students including how to register for a course, how to drop a course, and much more 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 in our Workday Video Library.

