



Overview

Workday enables students to easily view, update, and complete self-service tasks. Instructional guides and other resources are available to help you navigate through Workday processes. This guide is intended to help you familiarize yourself with the Workday Homepage, Workday search functionality, and your Student Profile.

Workday Homepage Overview

- Awaiting your Actions: Shows inbox items that are awaiting action, including due dates.
- Timely Suggestions: Shows non-urgent action items.
- Your Top Apps: Shows your top apps based on usage.
- Announcements: Shows most recent announcements and student holds.
- Recommended for You: Shows suggested reading.

Personalizing Your Home Page

1. Log into Workday and navigate to your [Home Page](#).
2. On the right side of the screen, you will find [Your Top Apps](#).
 - a. Your Apps that appear here will change over time based on your usage patterns.
3. You can view all apps available to you by selecting [View All Apps](#) or selecting the menu on the top left.
4. Once the app menu is selected, you can customize the display by selecting [Edit](#) at the bottom of the screen. Drag and drop the apps in your order of preference and [Save Changes](#).
5. To add a Shortcut navigate to Menu ->Shortcuts -> ["+Shortcuts"](#).
6. Find a shortcut (can be a task, report, or external link) using the search bar and click ["+"](#).

Searching in Workday

Workday makes it easy to search for people, tasks, reports, and business data using the Search box. Results you will see are based on your level of security and access granted. To make your search most effective:

- Use specific search terms.
- Keep in mind that searches find exact matches.
 - If you misspell the search text, likely no results will return.
 - If you search partial names or terms, the results may not display partial matches (e.g. if you search for Alex, the results may not display the name Alexander).
- Search prefixes will restrict the results to a particular type of Workday object. To return a list of all search prefixes available to you, enter a question mark (?) into the search box and hit enter.
- Workday saves your most recent search results and queries.
- After hitting enter on your search, use search categories for specific terms and to filter results.

Note: Configure Search can be used to set the priority of categories you prefer.





Navigating to Your Student Profile

1. Login to Workday and select your **Profile Icon** from the top right corner. **Note:** If you have a photo associated with your Collin ID, the photo will display in place of the profile icon.
2. Click **View Profile**.
3. From the Summary tab of any Workday profile, you may see a tile with headings corresponding to your roles as a Student and as a Worker as Workday separates these out.
 - a. If you have both types, your profile card type will default to your worker profile.
 - b. Select **the link (your name)** beneath the **Student** heading to switch to your student profile.
 - c. Select **the link (your name)** beneath the **Student Prospect** heading to switch to that profile.

Student Profile Details

Your Student Profile organizes related information and tasks applicable to being a student at Collin College. Details are organized through tabs on the left side menu. You can click on any of these tabs to view its contents.

Read below for an outline of tabs that will appear on your student profile.

Student Profile Tabs	
Summary	The summary tab shows Student Information, Academic Progress, Account Activity, Current Classes and your Housing Assignment.
Personal	The Personal tab includes subtabs for your Name, Personal Information, IDs, Documents, and Housing information.
Contact	The Contact tab shows your Institutional and Home Contact information.
Academics	The Academics tab includes an overview of your Program of Study, Current Classes, Plan, Academic History, Academic Progress, and External Records (transcripts and test scores).
Student Financials	The Student Financials tab shows your Transaction Summary which includes your Total Account Balance and amount Due Now. There is a second subtab called Due Now Details where you can view your balance details further.
History	The History tab will only appear if you have notes or engagements on your records.





How to Navigate your Student Profile in Workday via Student Self Service

Action Items and Holds	The Action Items and Holds details contains information regarding your Financial Aid, Admissions, and Onboarding, as well as any Holds on your account. Action Items will also populate in your Inbox/My Tasks. Completing these Action Items will help you work through any potential Holds that have been placed on your account.
Military Details	This tab displays Military relationship and Veteran benefits.
Athletics	The tab shows both current athletic team participation as well as past.
International	This tab displays bio-demographic information and Immigration information on International student.

Note: you will only be able to see some of the profile details if the student is part of them.

