



How to Resolve/Manage Financial Aid Action Items

You can view and complete financial aid action items that have been assigned to you in your Workday Inbox.

1. Navigate to your **My Tasks** from the home page once you have logged into Workday.
2. Any Financial Aid action items will be listed under the **All Items** header. Select the item to view its details.
3. Complete the required information for the action item. Upload any required documents by either dragging and dropping the file or clicking **Select Files** and selecting the saved file from your computer.
 - a. If the action item does not allow uploading and/or you are given an error message, this means you will need to bring in the document to one of Collin's Financial Aid offices.
4. Enter comments if needed.
5. Once you have completed the instructions for the item and uploaded any required documents, select **Submit**.

