

# 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 two buttons: 'Add Apps' and 'Edit'.

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 options: '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.

**Account Activity:** Account Financial Information

**Current Classes:** View current classes per Academic Period

**Housing Assignment:** Current Housing Status

**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
- Link: 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:**  
Select the Academics Hub from your menu.

## Academics Hub

MENU W Q Search

Academics Overview

Academics |<

Overview

Academic History

Planning and Registr...

**My Holds**  
Review your active holds  
View Holds

**Important Contacts**  
Request an appointment with contacts in your network  
Bernadette Citano  
Academic Advisor (Cohort)

**Current Courses**  
Currently Enrolled Courses  
View Details

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:**  
Select the Financials Hub from your menu.

## Financials Hub

MENU W Q Search

Financials Overview

Financials |<

Overview

View Financial Aid

Statements and Doc...

**PAST DUE IS \$6.33 Due Now**  
The sum of past and current charges due before or within 30...  
**\$6.33**  
This amount includes anticipated payments.  
Make a Payment

**Recent Payments**  
A list of your most recently received student payments

**Financial Aid Awards**  
You've been awarded financial aid  
You have financial aid awards pending your response.  
Accept/Decline Awards

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 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.

