Navigating in Workday Student

Overview

This quick reference guide will walk you through the basics of navigating Workday, including key features you will use often.
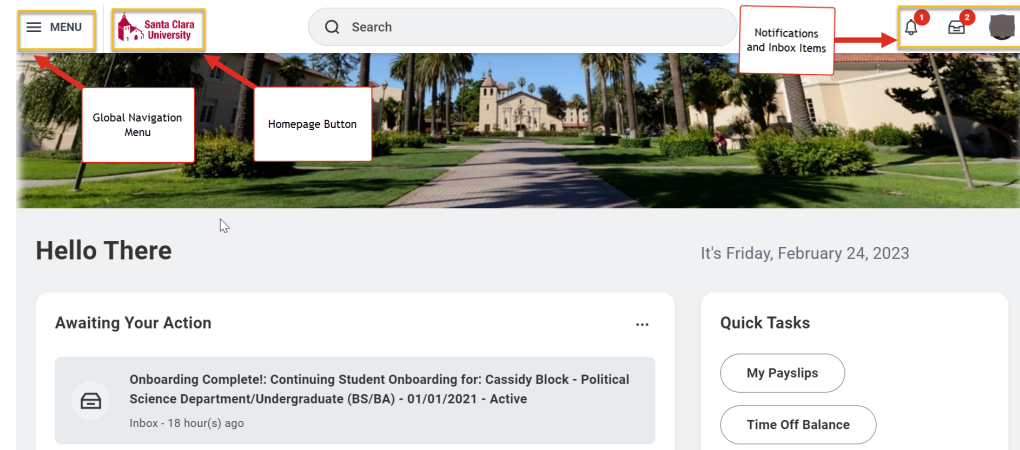
Homepage

The **Homepage** is the first page you view once logged into Workday. This page provides access to announcements, action items, notifications, menus and a message inbox, to help you manage tasks and navigate information.

You can always navigate back to the **Homepag**e by clicking on the *SCU Seal* logo at the top left.

In the top right corner you can find your **Notifications, Inbox,** and **Profile Icons**. A red number will appear for the number of new **Notification** and inbox messages you have.

Notifications inform you of important information, changes, or tasks you must complete within Workday. Your **Inbox** displays important messages and tasks you need to complete (similar to your email, but separate).

Global Navigation Menu

The **Global Navigation Menu** or **Menu** (at the top left corner of the Homepage) provides access to *Workday Applications* (APPS) and *Shortcuts*.

Applications (APPS)

Information, tasks, and actions in Workday are organized into **Applications** or "**App**s" (similar to a mobile phone). Each **App** has a picture icon in the **Global Navigation Menu**. Your most used **Apps** as a student, can be found on your **Homepage** as well!

Your Top Apps

Finances

Academics

Personal Information

Pay

View All Apps

Action Buttons

Throughout Workday, you may notice **Action** buttons, which can sometimes appear as 3-dots when you hover over an object or link. You can use Action buttons to access related actions and tasks.

For example, click on your **Profile** icon at the top right of the Homepage.

Click **View Profile**. An Actions button can be found just under your name.

Expenses

Manage Work

Payroll

Personal Data
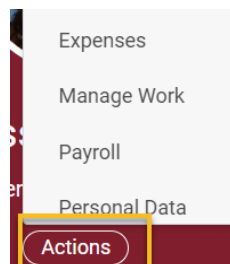
Actions

If you hover over a link in your **Profile**, you'll see a 3-dot button appear. This is a **Related Actions** button.

Related Actions buttons will open up a separate window with tasks or actions you can access.

Political Science Major

Error Messages

Error(s) display in red. They identify specific fields where information is missing, entered incorrectly, or in conflict with a configuration rule.

Click the message to view the error details. You cannot complete a task until all errors are corrected.

1 Error   View All

Alert Messages

Alert(s) display in orange. They notify you of potential problems, but do not prevent you from completing the task.

Click on the **Alert** message to view the location of missing or problematic information within the task, report, or business process.

1 Alert