

Getting Started: Customizing Workday Student

Overview

This quick reference guide shows you how to customize your Workday Student app in the MySCU portal to make it easier to do the tasks that you do most often.

This guide describes the following tasks:

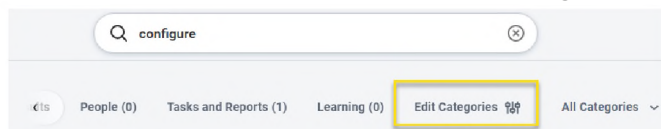
- Configuring Workday Student to find **Student Profiles** (academic records) rather than **Student Worker Profiles** (employment records)
- Creating **Shortcuts** to your frequently used reports/tasks

NOTE: If you are accessing Workday from off-campus, be sure to **log into the VPN before** you log in to Workday. Click [here](#) for instructions for downloading and logging into the VPN.

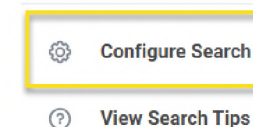
Process

1. Configure your search process to find **Student Profiles** (academic records) rather than **Student Worker Profiles** (employment records):

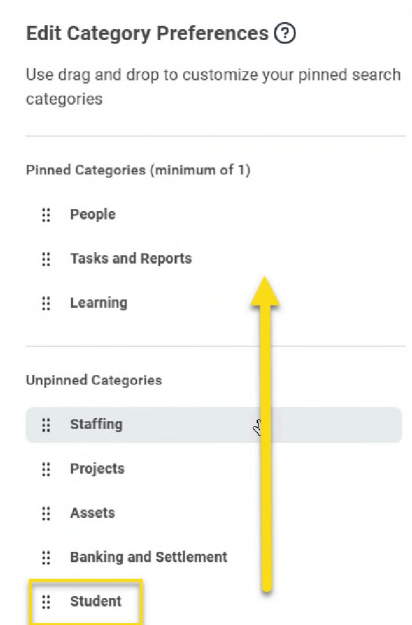
In the universal search bar, type “Configure” and press enter. Under the universal search, click on **Edit Categories** if there is one.



If there is no **Edit Categories** option and you see **Configure Search** on the bottom left of the page then select it.



Drag **Student** up to the top of the list and click **Save**.

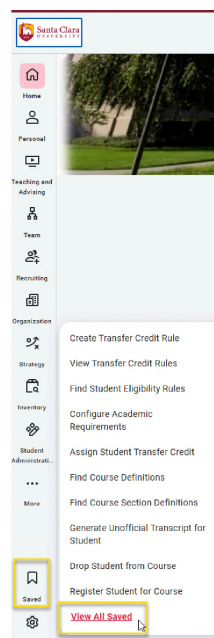


This configuration ensures that each search will prioritize **Student Profiles** over **Student Worker Profiles**

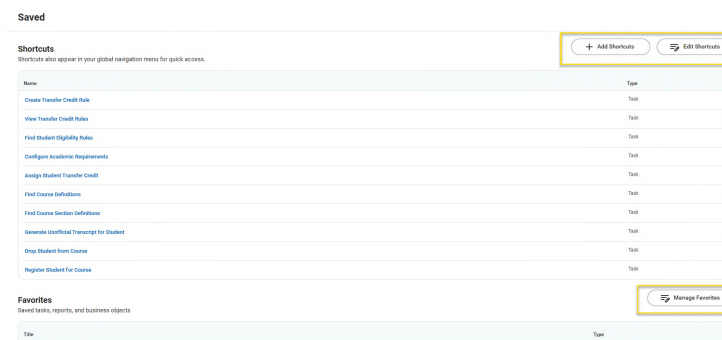
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2. Create a menu of **Shortcuts** for the reports/tasks you frequently use. This will save you from having to search for the reports/tasks each time.

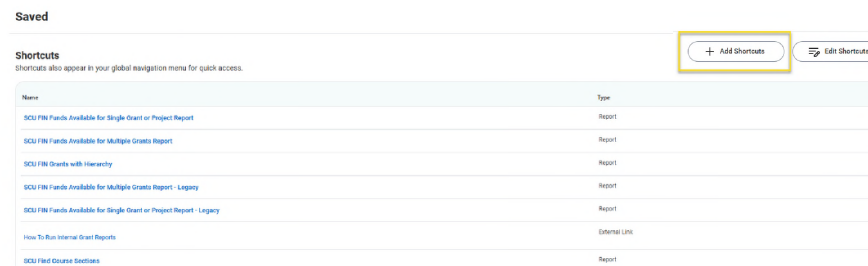
Click on the **Saved** bookmark at the bottom left of the screen and then **View All Saved**.



From here you can **Add Shortcuts**, **Edit Shortcuts** or **Manage Favorites**.



To add a Shortcut, click on the **+ Add Shortcuts** button.



Type the task or report you want to add and use the plus icon to add it to your shortcuts. Then click **Add Shortcut**.

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←

Add Shortcuts

×

Add tasks, reports, and external links to your menu. A maximum of 10 shortcuts can be added.

Q

find academic records

×

SCU Find Academic Records to Send Email

+

Find Students by Academic Record

+

Find Academic Records

+

Cancel

Add Shortcut

Saved

^

Drag to reorder

Find Academic Records

...

SCU FIN Funds Available for Single Grant or Project Report

...

SCU FIN Funds Available for Multiple Grants Report

...

SCU FIN Grants with Hierarchy

...

SCU FIN Funds Available for Multiple Grants Report - Legacy

...

SCU FIN Funds Available for Single Grant or Project Report - Legacy

...

How To Run Internal Grant Reports

...

SCU Find Course Sections

...

Cancel

Save Changes

Note: A maximum of 10 shortcuts can be added.

You can re-order your saved shortcuts by selecting clicking on the vertical dots in front of the name.