View Student Support Network



Overview

Use this report if you want to reach out to someone on campus who supports a particular student (eg. faculty advisor, academic department manager, Honors, LEAD).

The *Student Support Network* includes their faculty advisor(s) and directors of various campus programs to which the student belongs.

This quick reference guide will show you two different methods for accessing a student's support network.

NOTE: Before starting your tasks in Workday Student, follow the set up procedures outlined in the *Getting Started* guide found under *Workday Training and Support* <u>here</u>.

Process 1: Generate A Report

- 1. Open the Teaching and Advising App.
- 2. Type **View Support Network for Student** in the Search bar and select the report.

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Ē	View Support Network for Student Report	

3. Enter the name of the student and press "OK".

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3. Here you can view the people who play different roles in the student's Support Network.

Roles may include the following:

a. **Student Academic Advisor**: Faculty advisor(s) from student's major department(s)

b. **SCU Student Cohort Advisor:** Advisors for student's group(s) (eg. LEAD, Honors, Study Abroad)

c. **SCU STU Student Cohort Membership Manager:** Major department(s) manager(s)



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Role
Student Academic Advisor
SCU STU Student Cohort Advisor
Student Academic Advisor
SCU STU Student Cohort Membership Manager
SCU STU Student Cohort Membership Manager

Process 2: View the Student Support Network from the Student Profile

- 1. Navigate to the **student profile**. See Viewing the Student Profile guide found under Workday Training and Support <u>here</u> for instructions for how to do this.
- 2. Choose the Actions button under the student's photo.
- 3. Hover over *Student Cohort* and choose **View Support Network for Student**.

Bucky Bronco Student I Santa Clara University				Student Information			
				SCU ID 00001234567			
				Student Status Active			
Actions			Academic Level U	Undergraduate			
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$\overline{}$		Additional Data	>	English	h Major		

4. Here you can view the people who serve in different roles in the student's Support Network.

Roles may include the following:

a. **Student Academic Advisor(s)**: Faculty advisor(s) from student's major department(s)

b. **SCU Student Cohort Advisor:** Advisors for student's group(s) (i.e. LEAD, Honors, Study Abroad)

c. **SCU STU Student Cohort Membership Manager:** Major Department(s) manager(s)



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