



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.

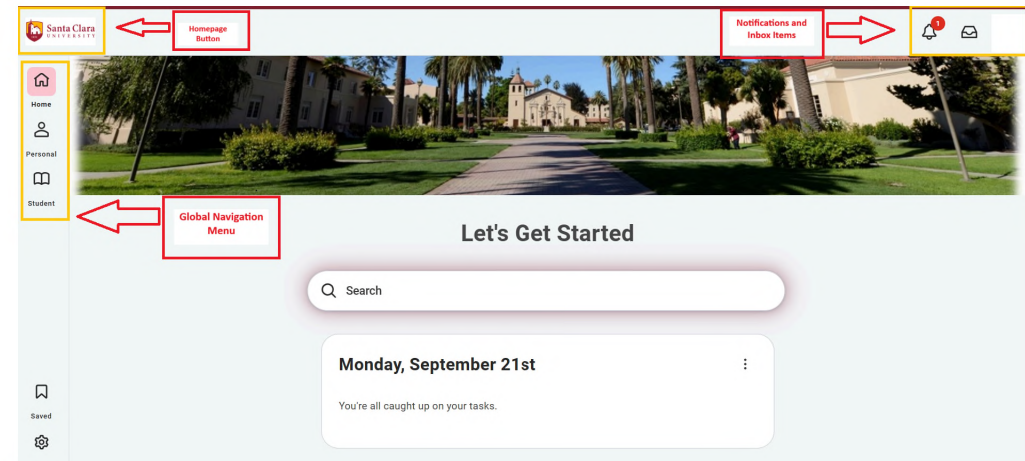
Homepage

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 **Homepage** by clicking on the *SCU Seal* logo at the top left.

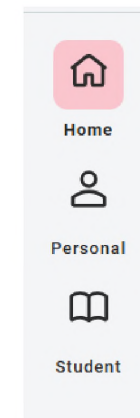
In the top right corner you can find your **Notifications, Inbox, and Profile Icons**. A red number will appear for the number of new **Notification** and inbox messages you have.

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** (on the left side of the Homepage) provides access to *Workday Applications (APPS)* and *Shortcuts*.

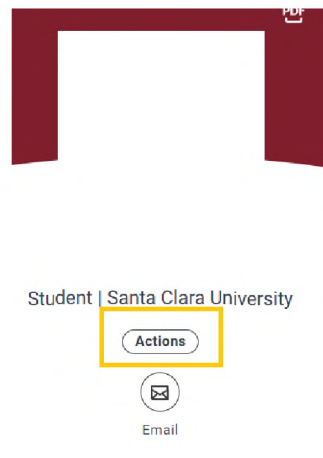


Action Buttons

Throughout Workday, you may notice **Actions** 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.

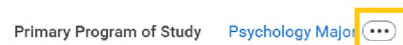
For example, click on your **Profile** icon at the top right of the Homepage.

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



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.



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.



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.

