



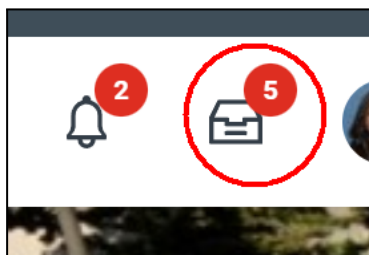
Submitting Documents to Financial Aid

Overview

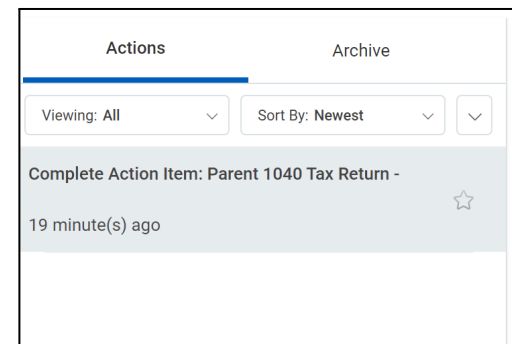
This quick reference guide will cover how to submit documents to the Financial Aid department in Workday.

Process

1. After logging into Workday, a list of inbox items will be displayed on your home page.
2. You can access your inbox by clicking on the **Go to Inbox** link or use the **Inbox icon** in the top left corner of the screen.

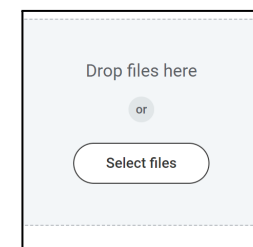


3. All the In Progress Financial Aid actions items will be listed in your inbox.



4. Select the **Financial Aid Action Item** to complete.

5. Use the **Select Files** button to attach a document to the Action Item or drag and drop a file into the **Drop files here** area. This will attach the document to the Action Item.



6. Once the document has been added, click **Submit**. This request will now be automatically routed for approval to the Financial Aid department.



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7. Please note: if there are errors or the approver needs more information, the Action Item may be sent back. You will receive a notification in your Workday inbox with instructions for what to add or fix.