

Finding Students & Viewing the Student Profile

Find Students

From the Workday Homepage:

1. Type the *Student's Name* in the search bar. Press Enter. **IMPORTANT:** From the Categories section on the left-hand side of the page, select the **Student** category.

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Q sally student
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MENU

M

Saved Categories

Student

1

Tasks and Reports

0

More Categories

People

1

Recruiting

0

Staffing

0

2. **TIP:** Click on the carrot next to the student's name to expand on this screen and see some additional information about the student, including advisors.

Saved Categories

Student 1

Tasks and Reports 0


More Categories

People 1

Recruiting 0

Staffing 0

Student

 **Sally Student**
Student
First Year | Undeclared

Email

sstudent@muhlenberg.edu

Academic Unit

Muhlenberg College

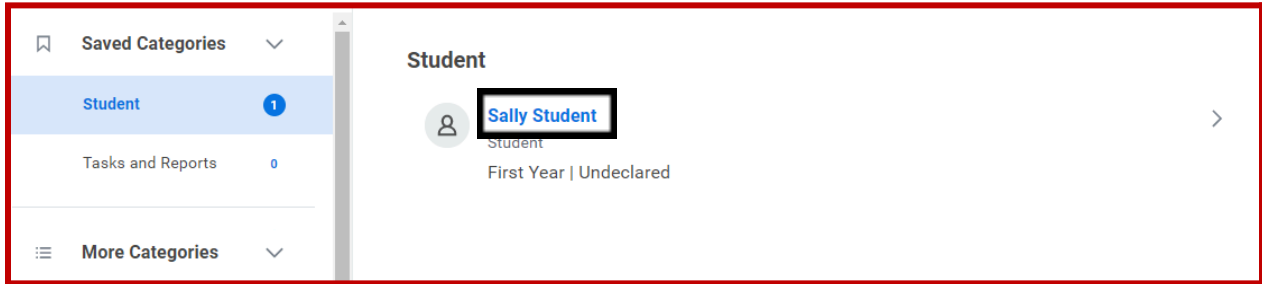
Advisor

Fred Faculty

Last Term of Enrollment

2022 Fall Semester

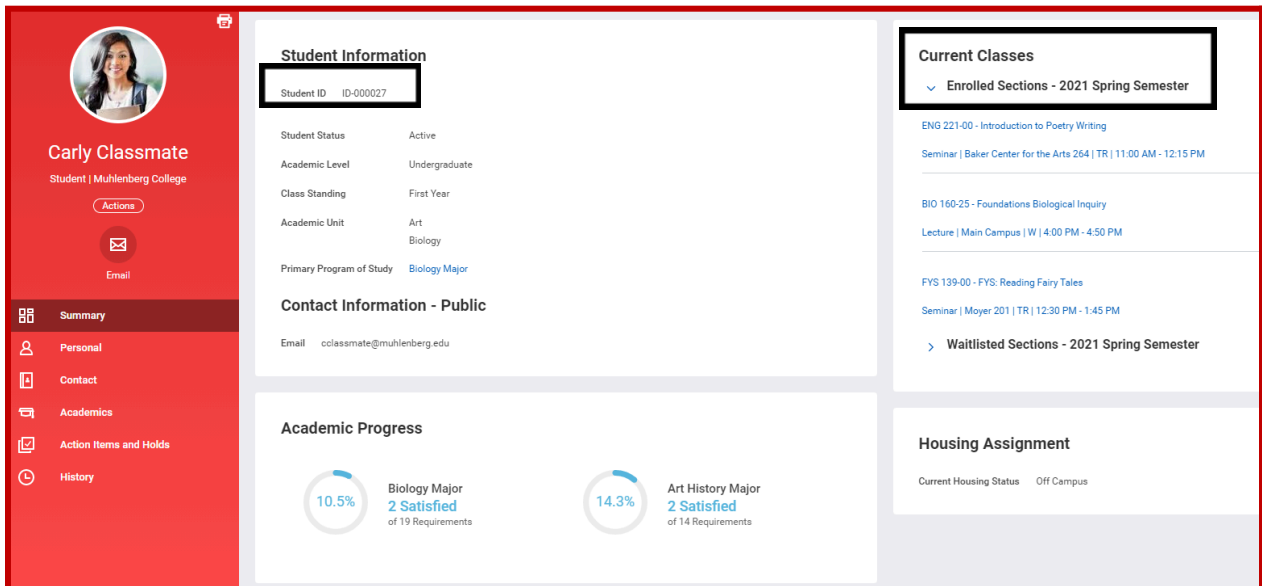
- Click the students hyperlinked **name** to access their profile.



View Student's Profile

Summary Tab

- All Faculty, Advisors, Administrative Assistants, and Administrative Offices can view:
 - Basic Student information
 - Current Classes
 - Academic Progress
- Administrative Assistants, select Administrative Offices, and the student's Academic Advisor(s) can view:
 - The Student's *Berg* ID



Personal Tab

1. All Faculty, Advisors, Administrative Assistants, and Administrative Offices can view:
 - a. Student's Preferred Name
2. Administrative Assistants, and the student's Academic Advisor(s) can view:
 - a. Student's Intended Major, if included during the application process
 - b. Housing information (Summer 2021 and beyond)
3. Select Administrative Offices can view:
 - a. Personal information including Age, Birthday, Race, Marital Status, and Gender/Gender Identity

Names
Personal Information
Additional Data
Other Student Information
IDs
Documents
Housing

Add

Legal Name 1 item
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Name	
Sally Student	

Preferred Name 1 item
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Name	
Sally Student	

Contact Tab

1. All Faculty, Advisors, Administrative Assistants, and Administrative Offices can view:
 - a. All applicable home or Muhlenberg contact information for the student
 - b. Friends and Family information
 - c. Third Party Permissions

Contact Friends and Family

Institutional Contact Information

1 item

Email Address	Usage	Visibility
cclassmate@muhlenberg.edu	Institutional (Primary)	Public

Home Contact Information

Addresses 1 item

Address	Usage	Visibility	Shared With	Effective Date
555 State Street Allentown, PA 18001 United States of America	Home (Primary) Mailing Street Address	Private		01/11/2021

Phones 1 item

Phone Number	Device	Usage	Visibility	Shared With
+1 (323) 4465555	Mobile	Home (Primary)	Private	

Academics Tab

- All Faculty, Advisors, Administrative Assistants, and Administrative Offices can view:
 - Student's Program of Study
 - External (prior) Educational Institutions
 - Placement test scores
- Administrative Assistants, relevant Administrative departments, and the student's Academic Advisor(s) can view:
 - Current Classes
 - Academic Plan
 - Academic History
 - Academic Progress
 - Transfer Credit, if applicable

Overview Current Classes Plan Academic History Academic Progress External Records

✓ **Mathematics and Computer Science/Undergraduate (Mathematics Major)**

Student [Sally Student](#)

Educational Objective 2 items

Program of Study	Declare Date	Expected Completion	Status	Primary	
Mathematics Major	01/05/2021	05/13/2022	In Progress	Yes	Request
Undeclared	08/24/2020	05/13/2022	Discontinued	No	

Action Items and Holds Tab

This tab will only appear for Academic Administrative Assistants, the student's Academic Advisor(s), and select administrative offices.

1. Those that have access to this tab can view:
 - a. Student's Active Holds
 - b. Student's Resolved Holds

Active Holds

Resolved Holds

Viewing:

Registrar's Office Hold

Transcript

Q

Student Hold Assignment

Transcript Hold for Sally Student

Student

Sally Student

Created On

11/22/2020

Hold Reason

Registrar's Office Hold

Created by

Ms. Deborah Tamte-Horan

Description

A hold has been placed on your record by

History Tab

This tab will only appear for the student's Academic Advisor(s) and select administrative offices.

1. Those that have access to this tab can view:
 - a. Student's Note History

Note History

Add Student Note

Expand Notes

1 item

Creation Date & Time	Date & Time	Note Category	Note Topic(s)	Conversation Initiated by	Note Creator	Note Content	Share with Student	
12/18/2020 03:48 PM	12/18/2020 03:43 PM	Academic Advising	General (Academic Advising)	Student	Dr. Adam Clark	Adding a new program of study (Minor)	Yes	

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