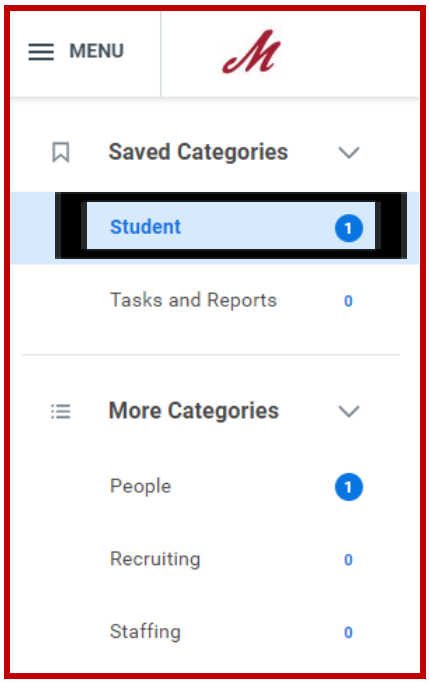
Finding Students & Viewing the Student Profile

Find Students

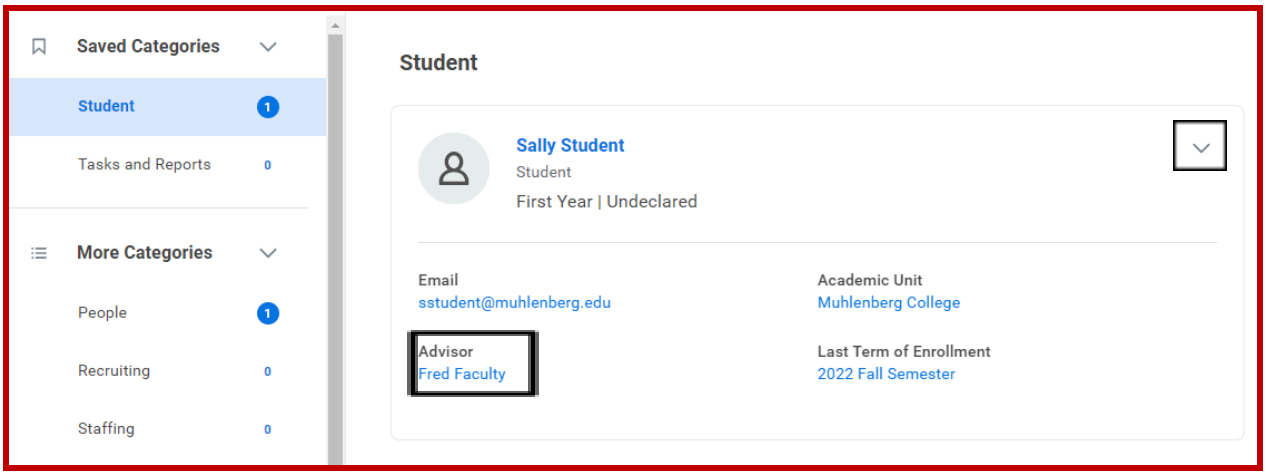
From the Workday Homepage:

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.

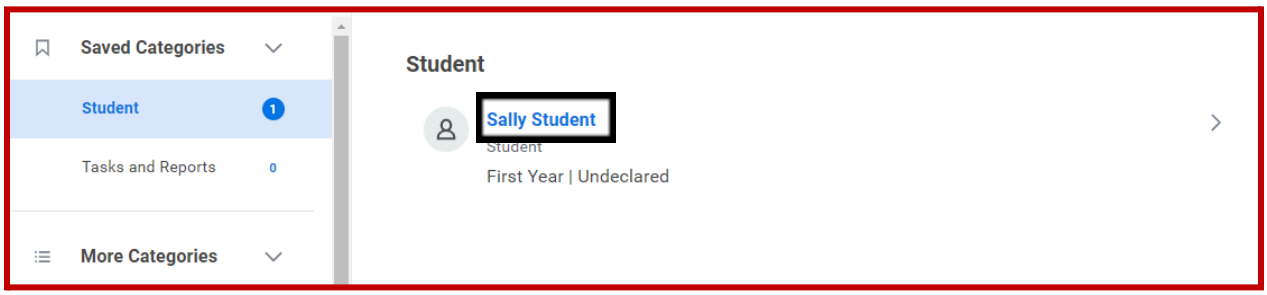




2. **TIP:** Click on the carrot next to the student's name to expand on this screen and see some additional information about the student, including advisors.



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

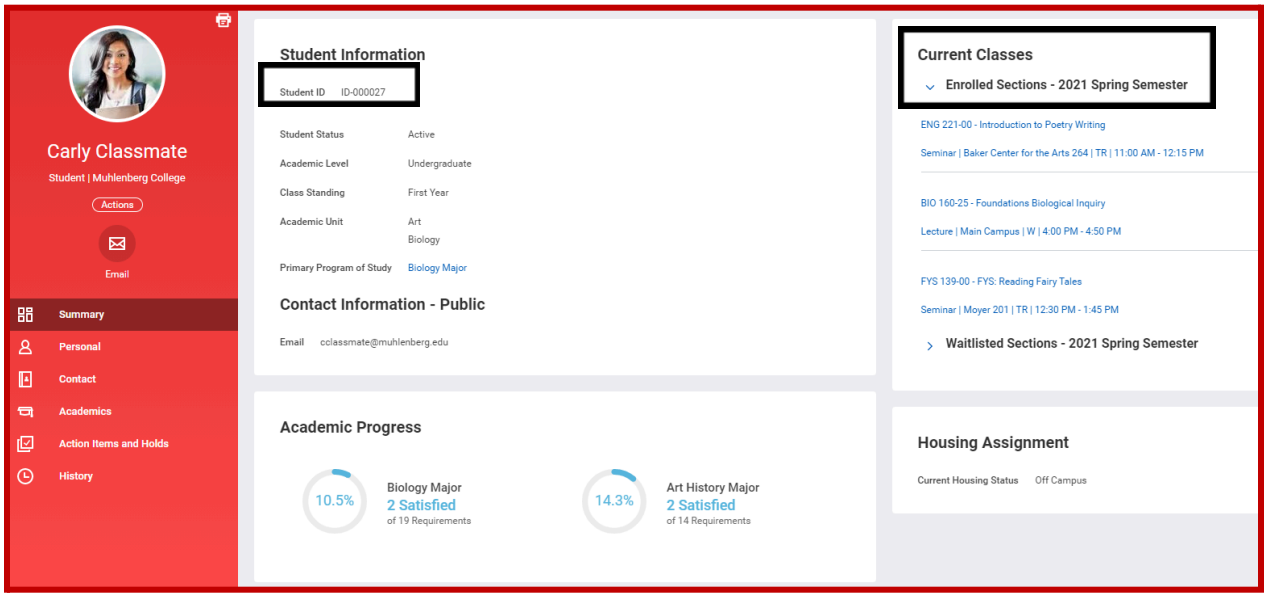


View Student's Profile

Summary Tab

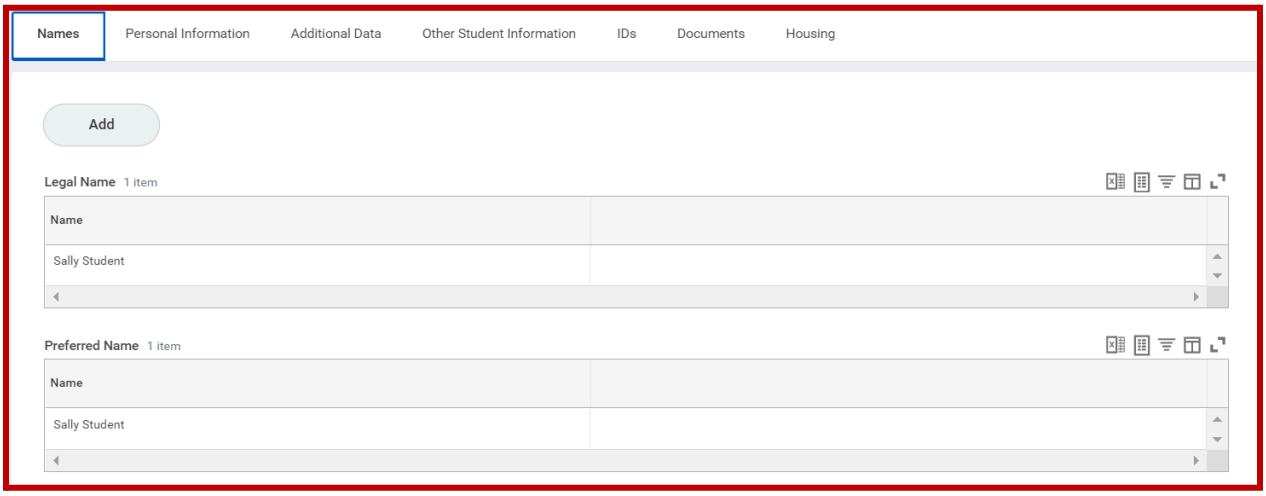
1. All Faculty, Advisors, Administrative Assistants, and Administrative Offices can view:
    a. Basic Student information
    b. Current Classes
    c. Academic Progress

2. Administrative Assistants, select Administrative Offices, and the student's Academic Advisor(s) can view:
    a. The Student's *Berg* ID



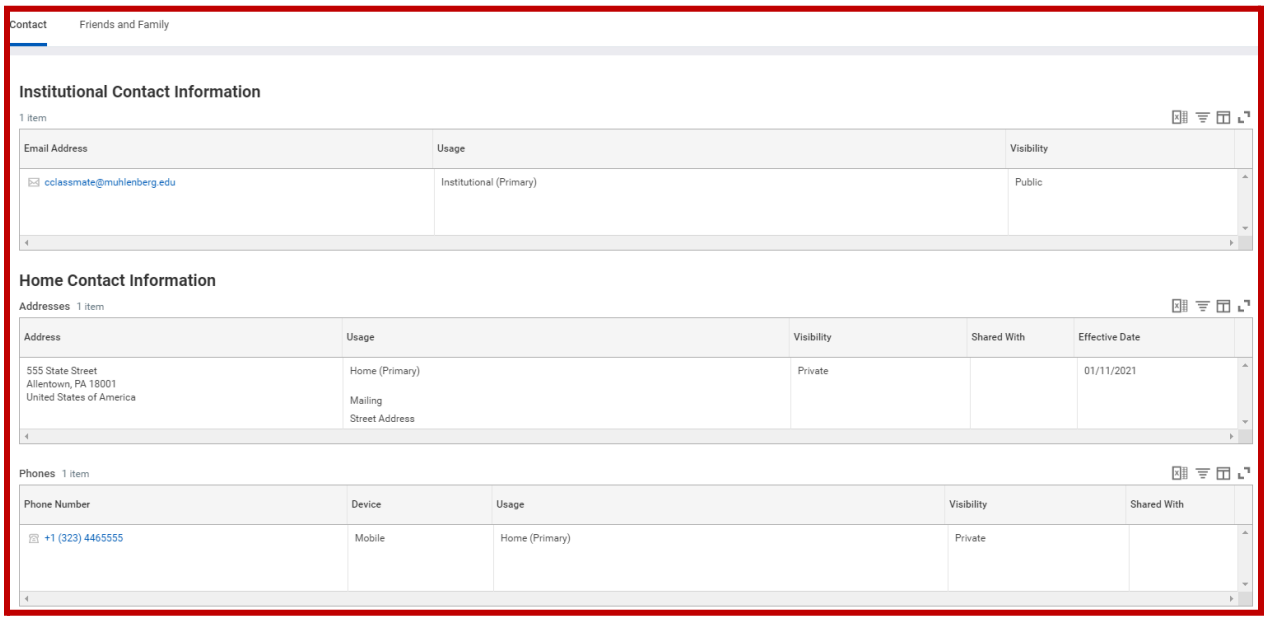
Personal Tab

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



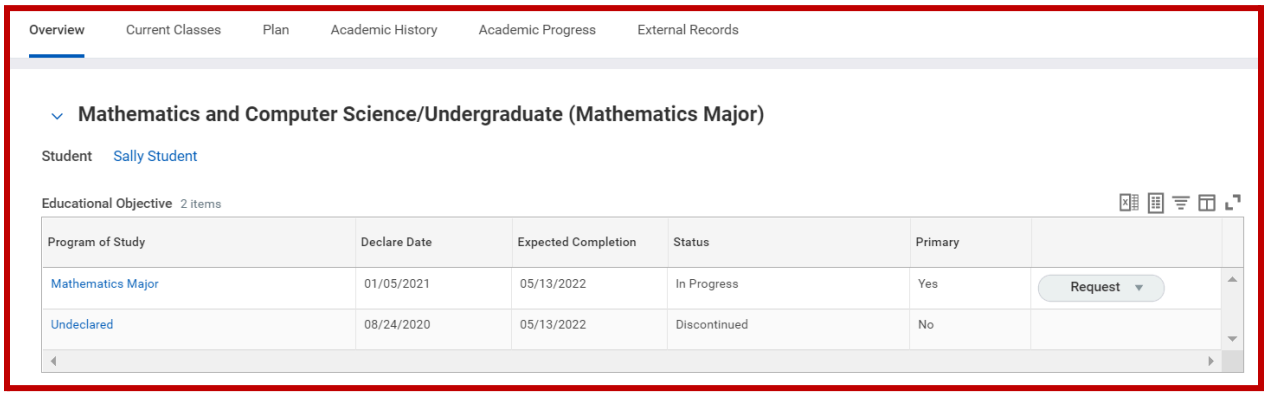
Contact Tab

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



Academics Tab

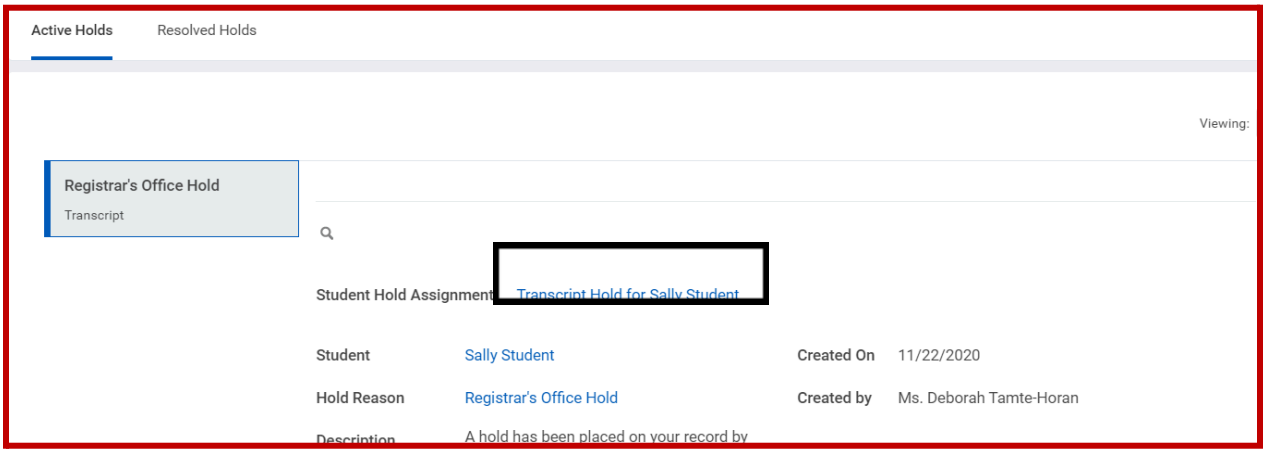
1. All Faculty, Advisors, Administrative Assistants, and Administrative Offices can view:
    a. Student's Program of Study
    b. External (prior) Educational Institutions
    c. Placement test scores
2. Administrative Assistants, relevant Administrative departments, and the student's Academic Advisor(s)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



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



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

