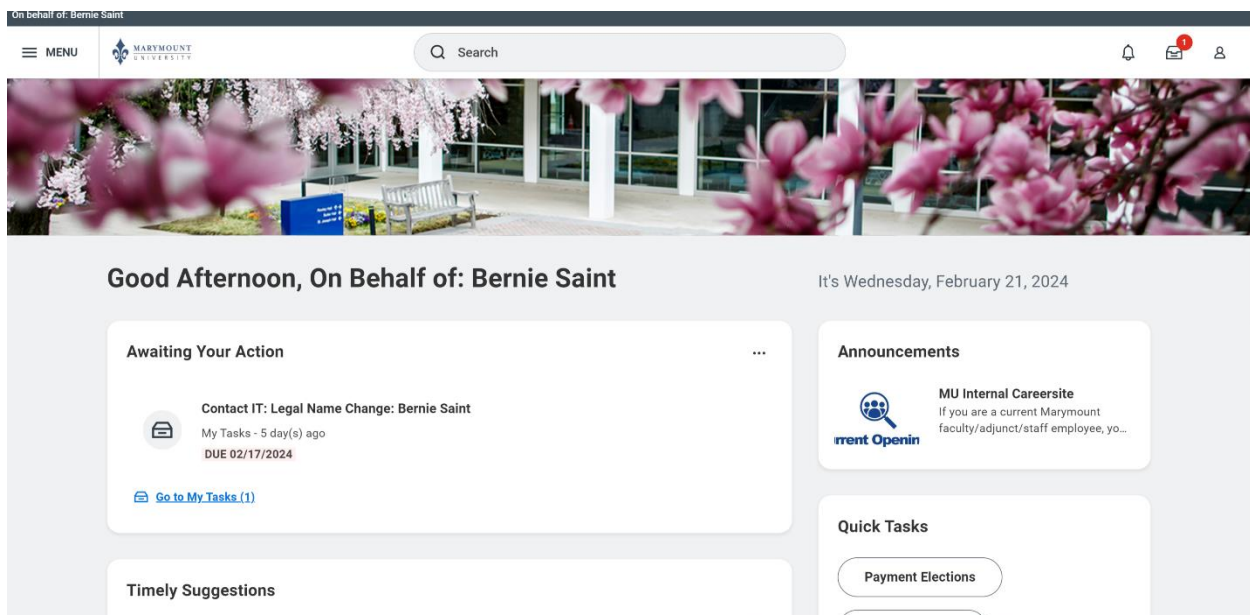


# Navigating in Workday Student

This quick guide will walk you through the basics of navigating Workday Student, including key features you will use often.

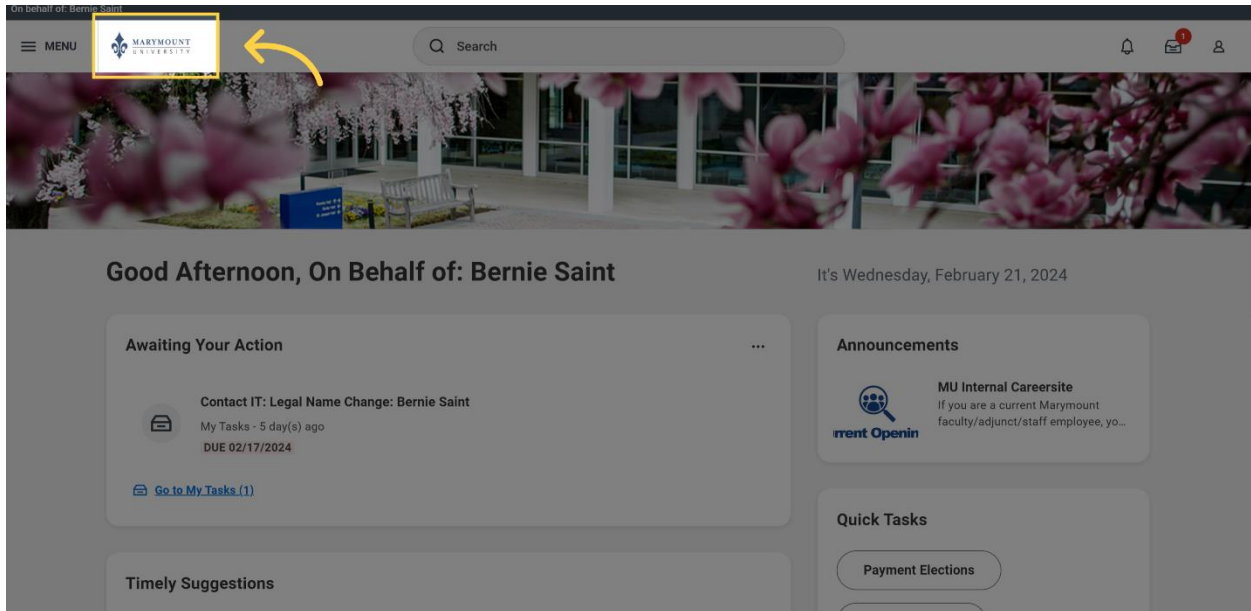
## 1. Homepage

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.



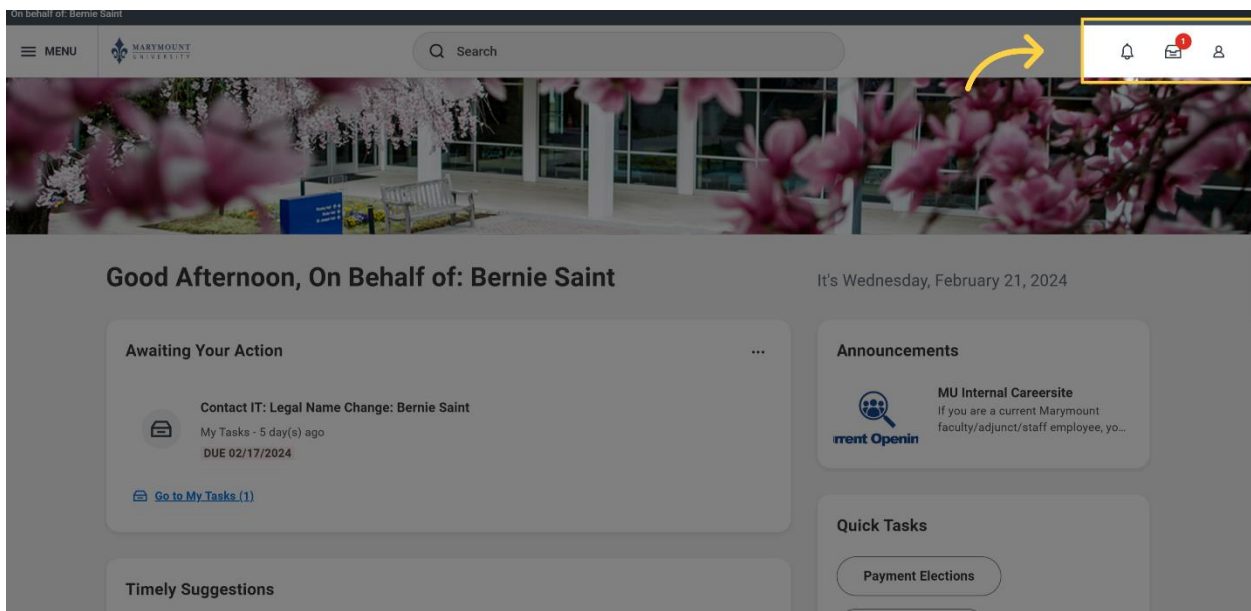
## 2. Marymount Logo

From anywhere within Workday, you can always navigate back to the Homepage by clicking on the Marymount University logo at the top left.



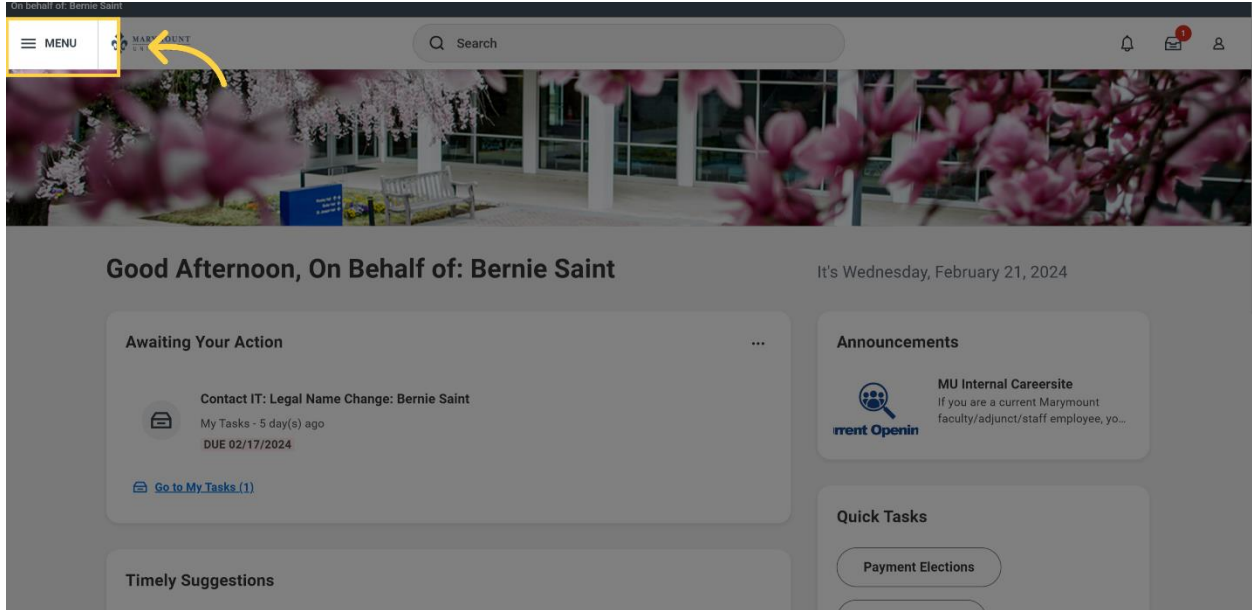
## 3. Additional Icons

In the top right corner, you can find your Notifications, Inbox and Profile icons. A red number will appear for the number of new Notifications and Inbox messages you may have in Workday. 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).



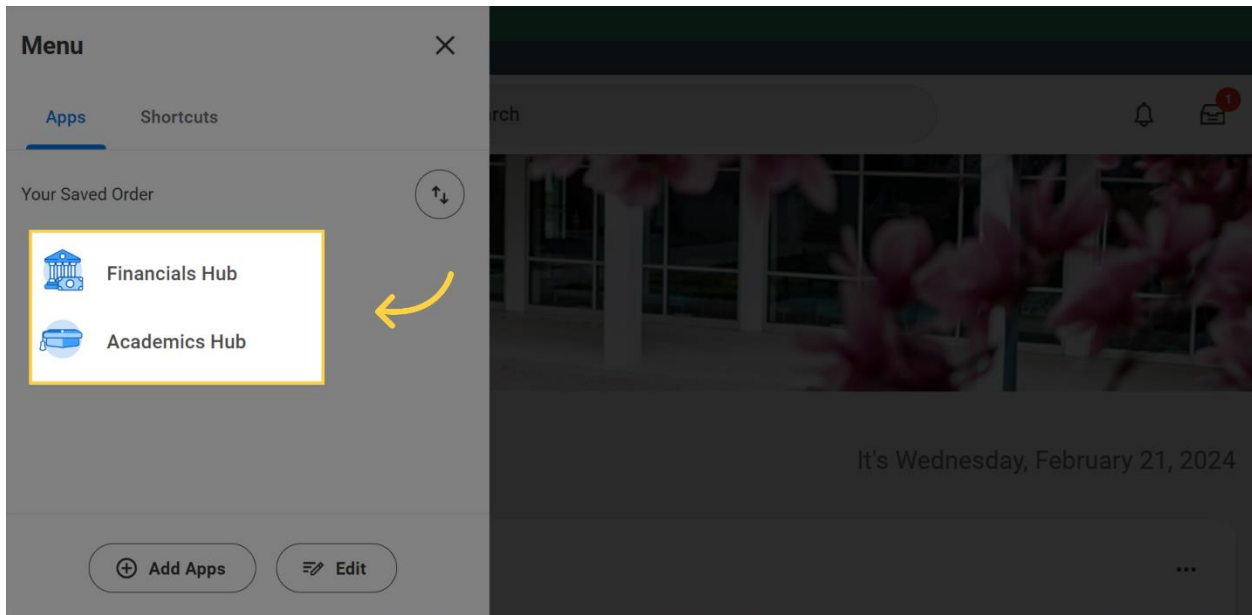
## 4. Menu Icon

The Global Navigation Menu or Menu at the top left corner of the Homepage, provides access to Workday Applications or Apps.



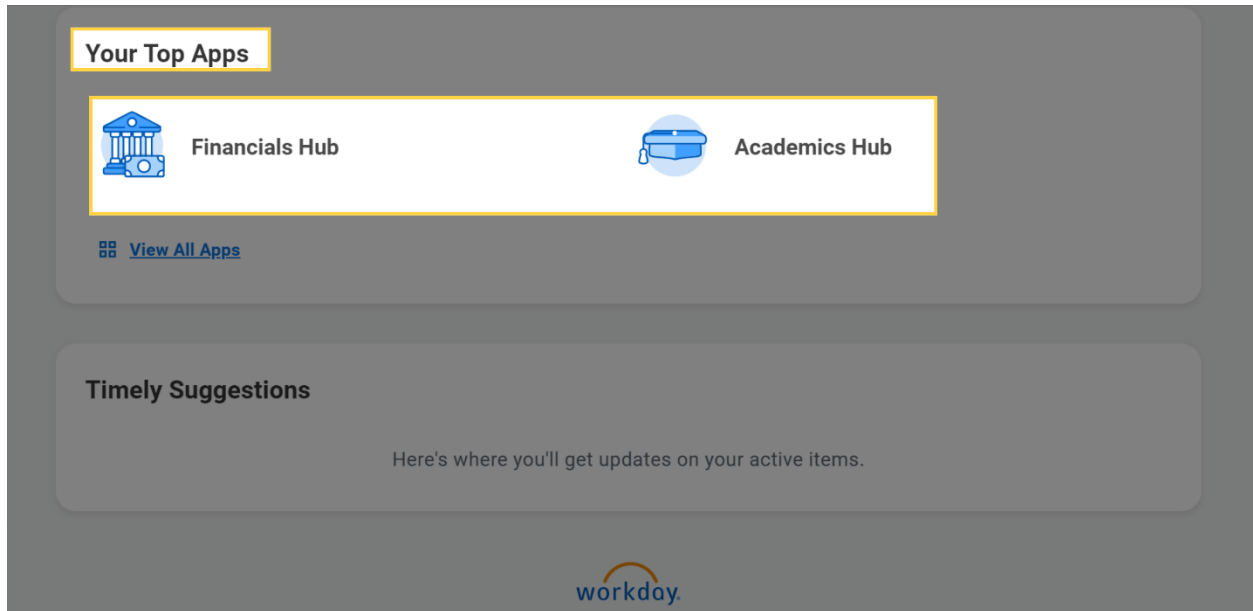
## 5. App Menu

Information, tasks and actions in Workday are organized into different Apps. Each App has a picture icon in the Global Navigation Menu. Your most used Apps as a student can be found on your home page as well.



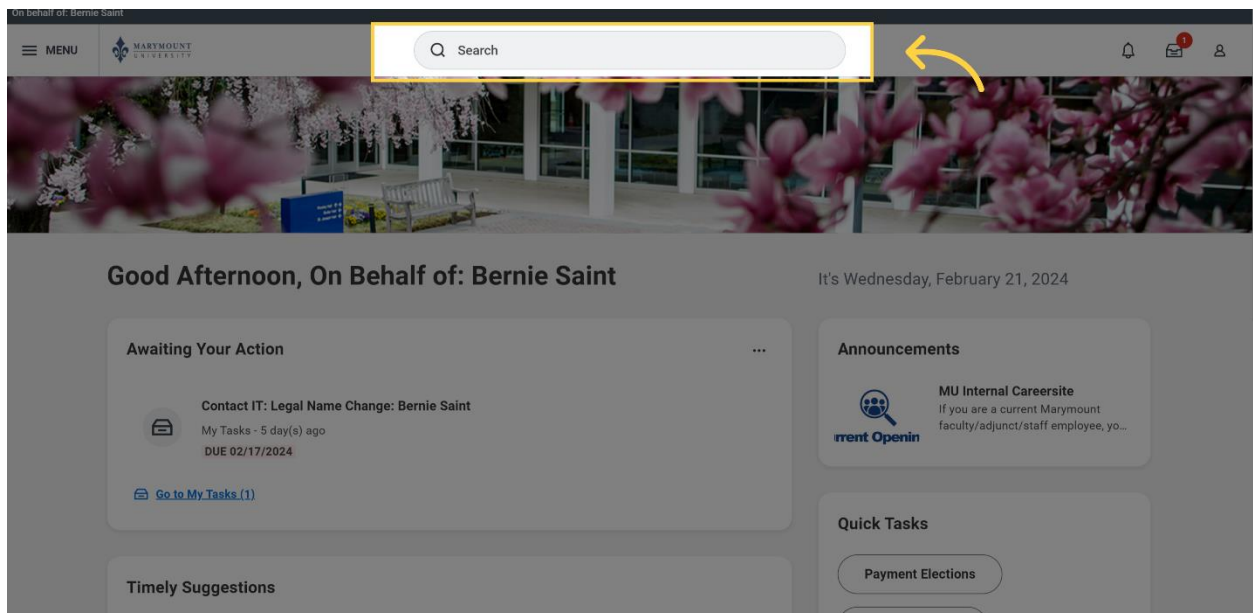
## 6. Your Top Apps Tile

If you scroll down the Workday homepage, you will find a tile called Your Top Apps. Here, you can also see your most used Apps.



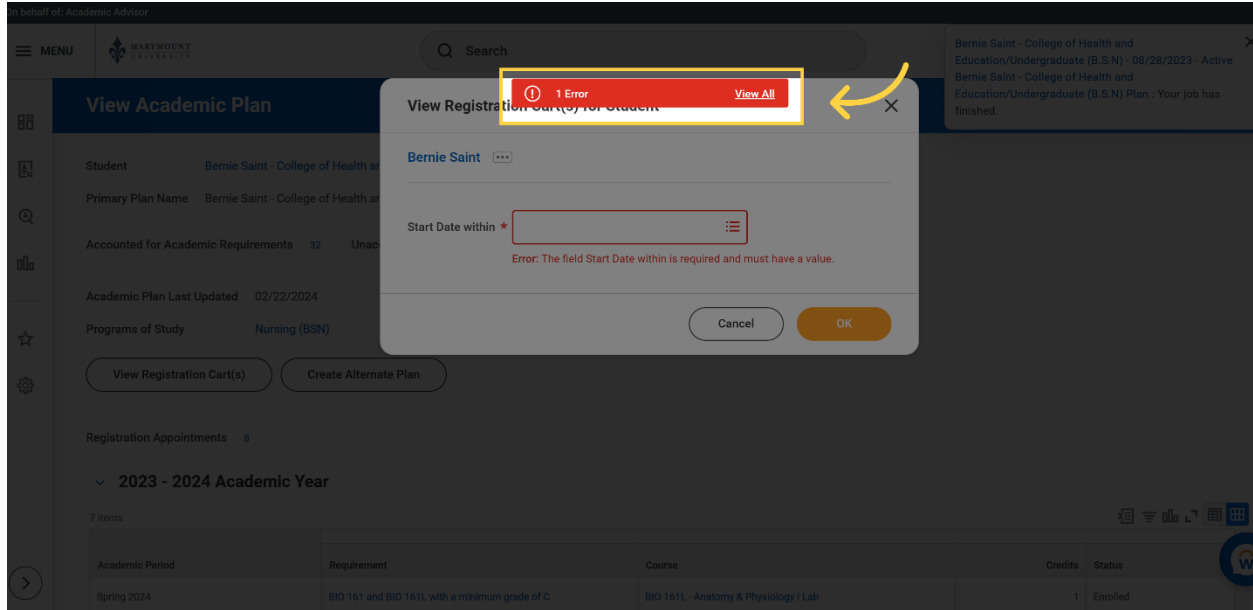
## 7. Search Bar

Workday makes it easy to search for people, tasks, reports and business data using the Search box. Keep in mind that searches find exact matches. If you misspell the search text, likely no results will return. Though complete work matches are favorable, you can also use a partial search to find your results.



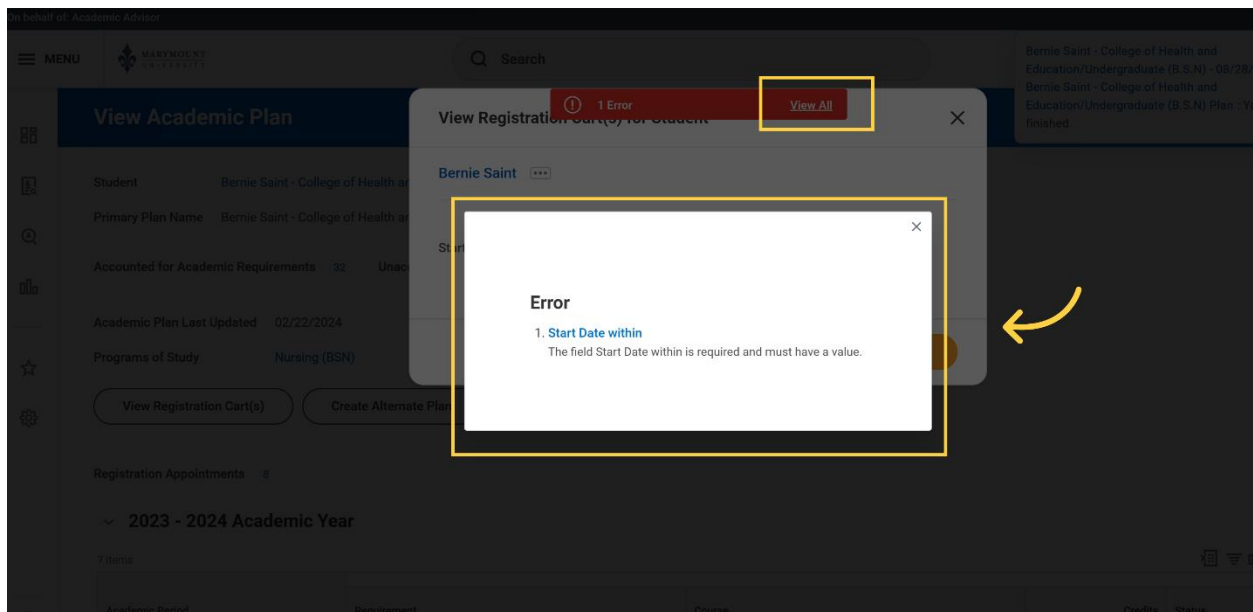
## 8. Error Messages

Error messages display in red. They identify specific fields where information is missing, entered incorrectly, or in conflict with a business process.



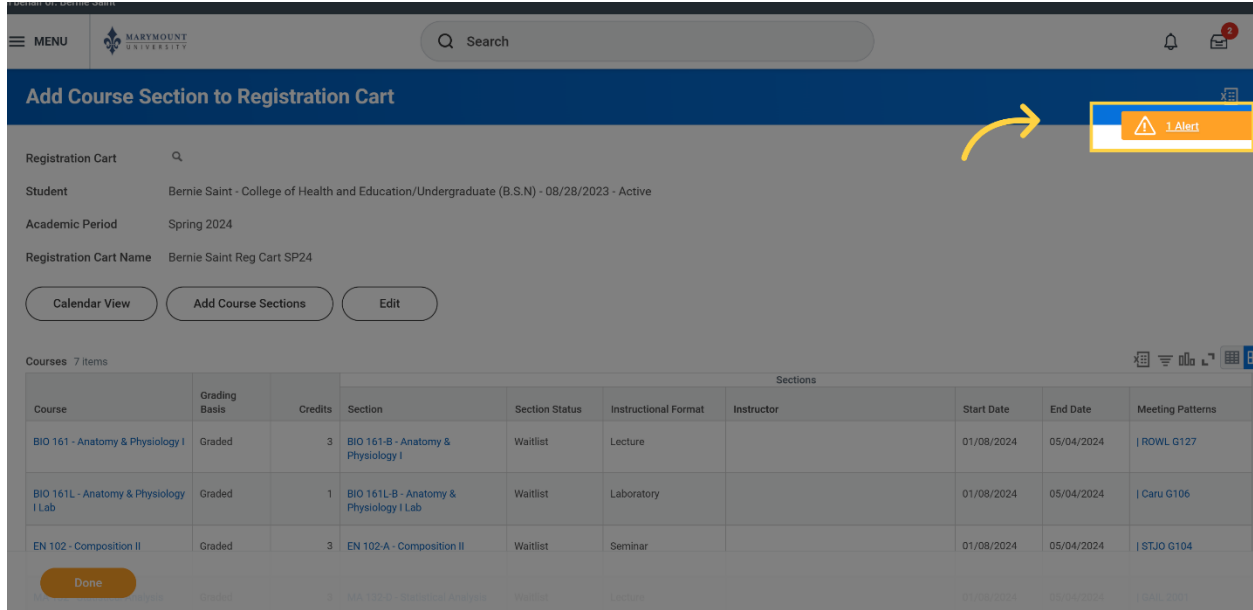
## 9. Error Message Details

Click on the View All link to view the error message details. You can not complete a task until all errors are corrected.



## 10. Alerts

Alerts display in orange. They notify you of potential problems, but do not prevent you from completing a task.

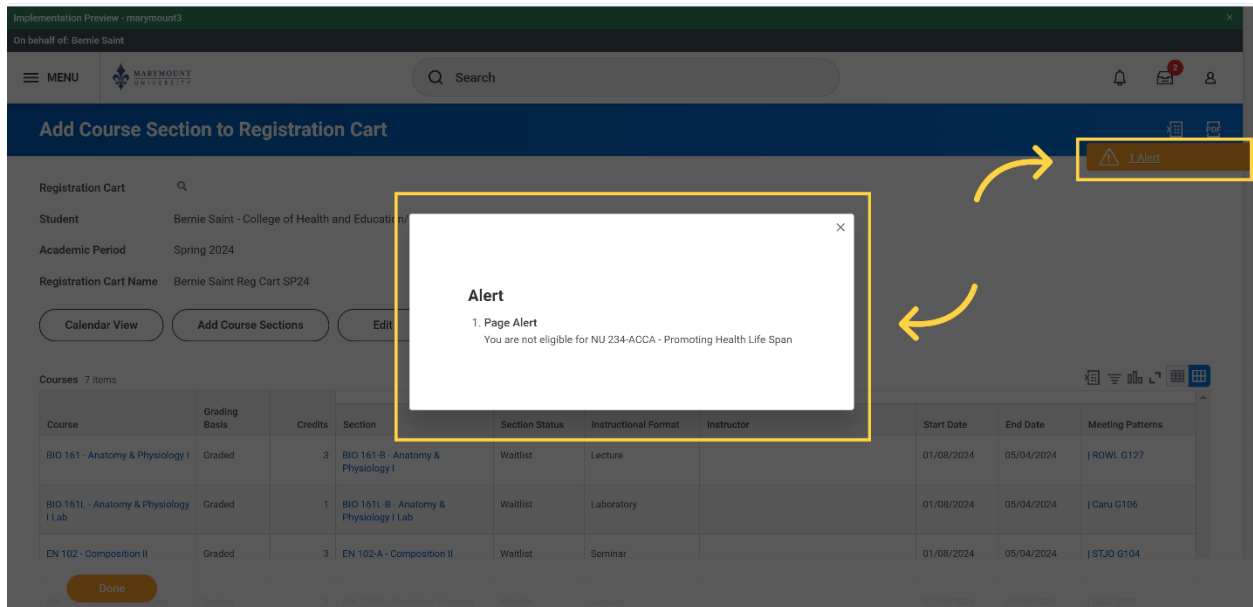


The screenshot shows the 'Add Course Section to Registration Cart' page. In the top right corner, there is an orange alert icon with a triangle and the text '1.Alert'. A yellow arrow points to this icon. Below the header, there is a search bar and a navigation menu. The main content area includes a registration cart summary with student information, academic period, and registration cart name. There are buttons for 'Calendar View', 'Add Course Sections', and 'Edit'. Below this is a table of courses with 7 items. The table has columns for Course, Grading Basis, Credits, Section, Section Status, Instructional Format, Instructor, Start Date, End Date, and Meeting Patterns. The table contains three rows of data.

Course	Grading Basis	Credits	Section	Section Status	Instructional Format	Instructor	Start Date	End Date	Meeting Patterns
BIO 161 - Anatomy & Physiology I	Graded	3	BIO 161-B - Anatomy & Physiology I	Waitlist	Lecture		01/08/2024	05/04/2024	ROWL G127
BIO 161L - Anatomy & Physiology I Lab	Graded	1	BIO 161L-B - Anatomy & Physiology I Lab	Waitlist	Laboratory		01/08/2024	05/04/2024	Caru G106
EN 102 - Composition II	Graded	3	EN 102-A - Composition II	Waitlist	Seminar		01/08/2024	05/04/2024	STJO G104

## 11. Alert Details

Click on the orange alert to bring up the alert message. The alert message will guide you to view the location of missing or problematic information within the task, report or business process.



The screenshot shows the same 'Add Course Section to Registration Cart' page as in the previous image. An orange alert icon in the top right corner is highlighted with a yellow box. A yellow arrow points from this icon to a white alert dialog box that is open in the center of the screen. The dialog box has a title 'Alert' and contains the following text: '1. Page Alert' and 'You are not eligible for NU 234-ACCA - Promoting Health Life Span'. Another yellow arrow points from the dialog box back to the alert icon. The background page is dimmed.

This guide covered the common features you will use often when navigating in Workday Student,

For additional training materials and videos, please go to:

[HTTPS://MY.MARYMOUNT.EDU/QUICK-LINKS/WORKDAY-AT-MARYMOUNT](https://my.marymount.edu/quick-links/workday-at-marymount)