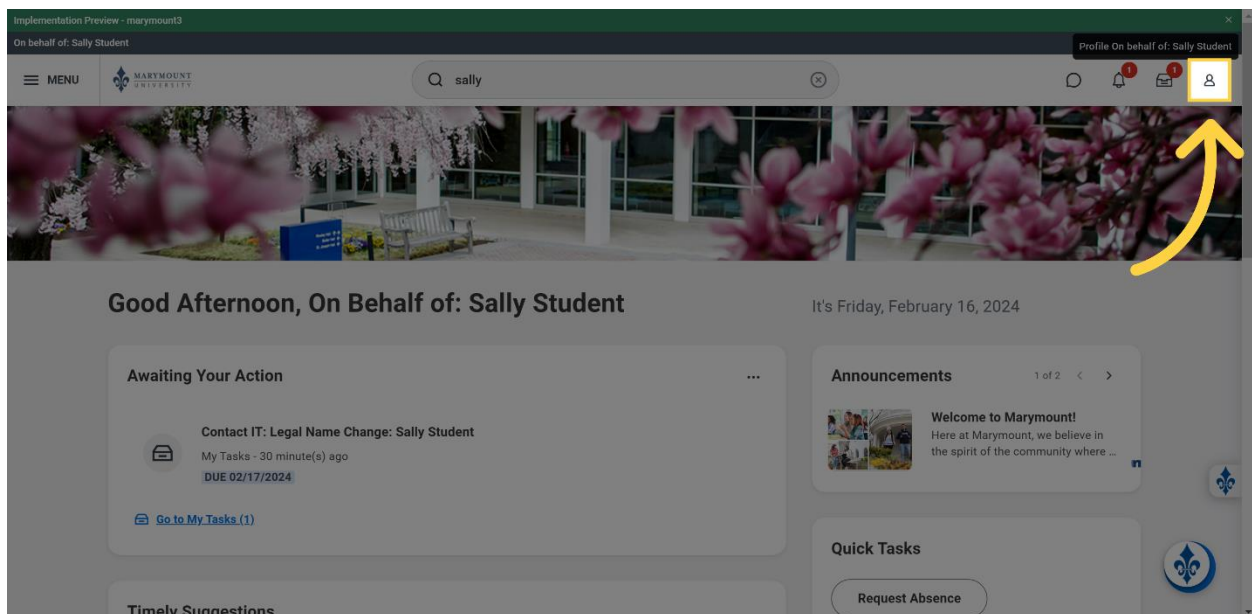


For Students: View My Profile in Workday

Welcome. This guide will show you how to view your student profile in Workday. Learn how to navigate through different sections, access your personal information, view your contact details, explore academics, check for action items and holds, and review your academic history.

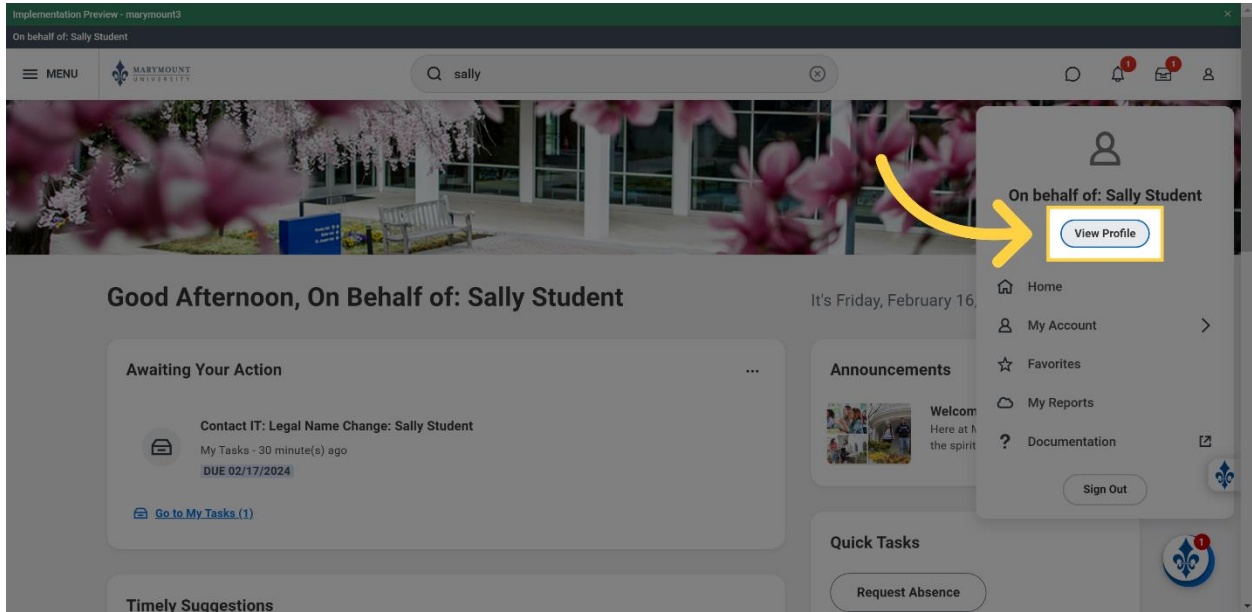
1. My Profile

After logging into Workday, click on the photo icon at the top right corner of your main screen.



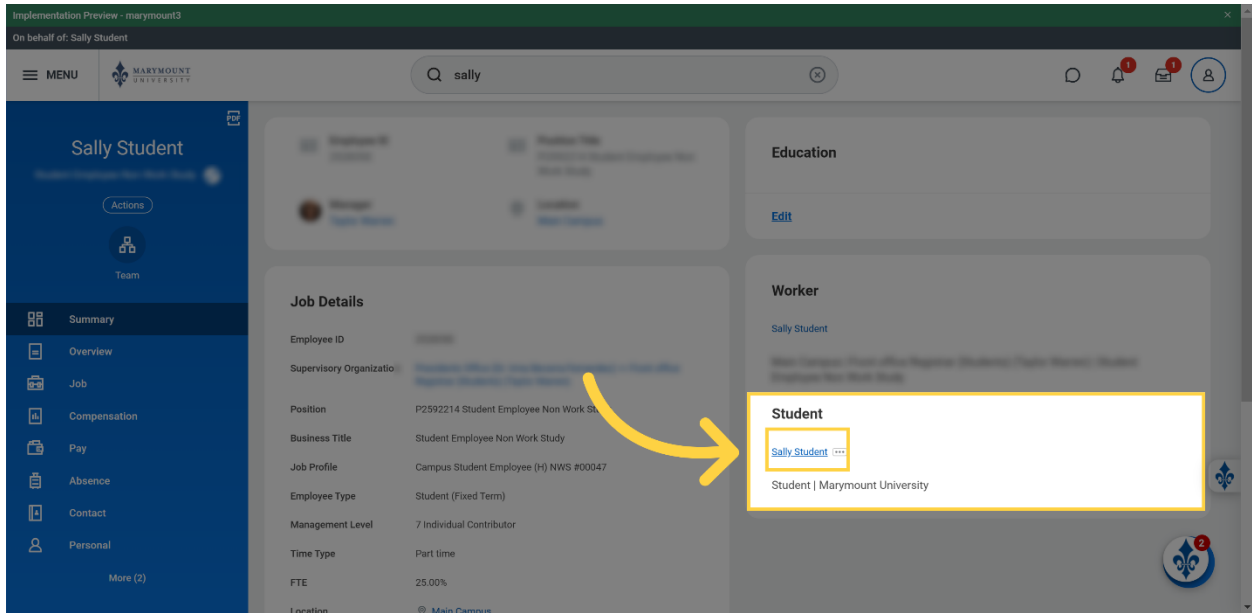
2. Click "View Profile"

Click on the button labeled "VIEW PROFILE".



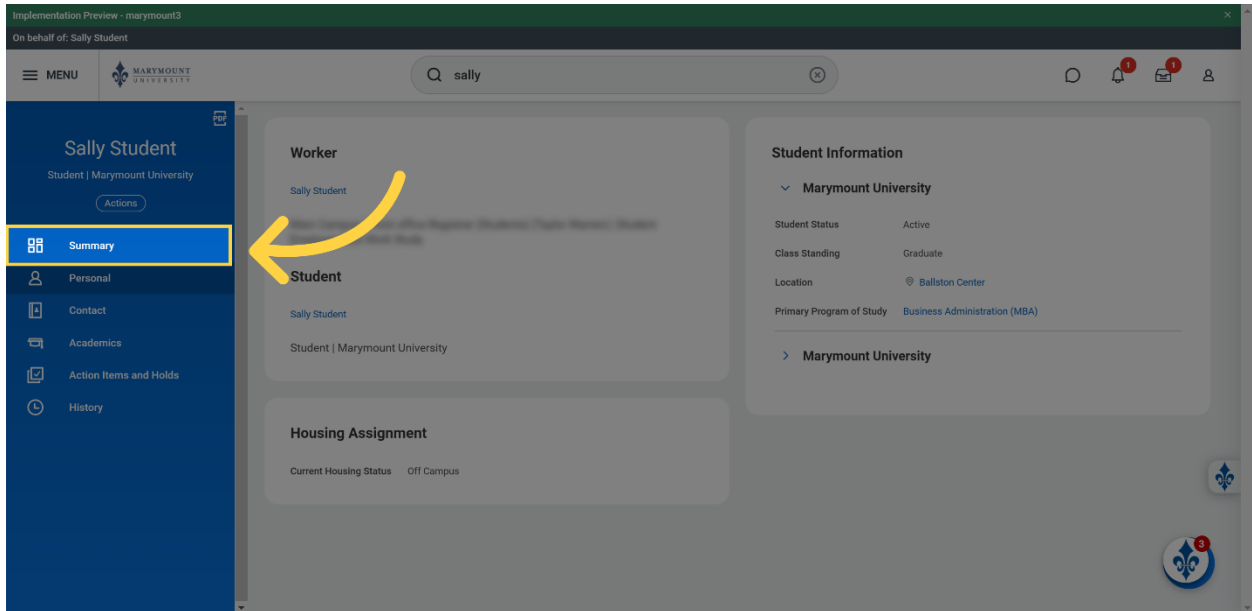
3. Worker vs. Student Profile

Workday always defaults to the Worker profile. Student workers who will have both a Worker profile and a Student profile, will need to click their name link under the Student section on the summary page, to view their student information. This can be found on the right side of the screen under the Worker profile.



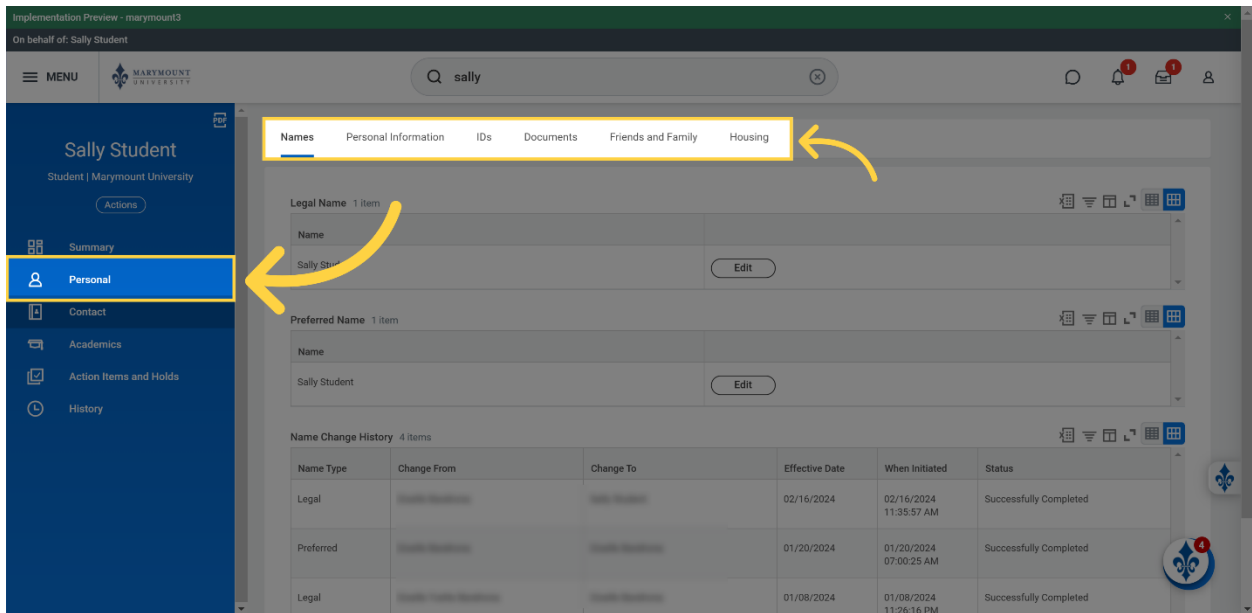
4. Summary Tab

Your student profile organizes related information and tasks into several tabs which are navigable from the profile side bar menu on the left. You can click on any of these tabs to view content. The SUMMARY tab shows important information across various categories.



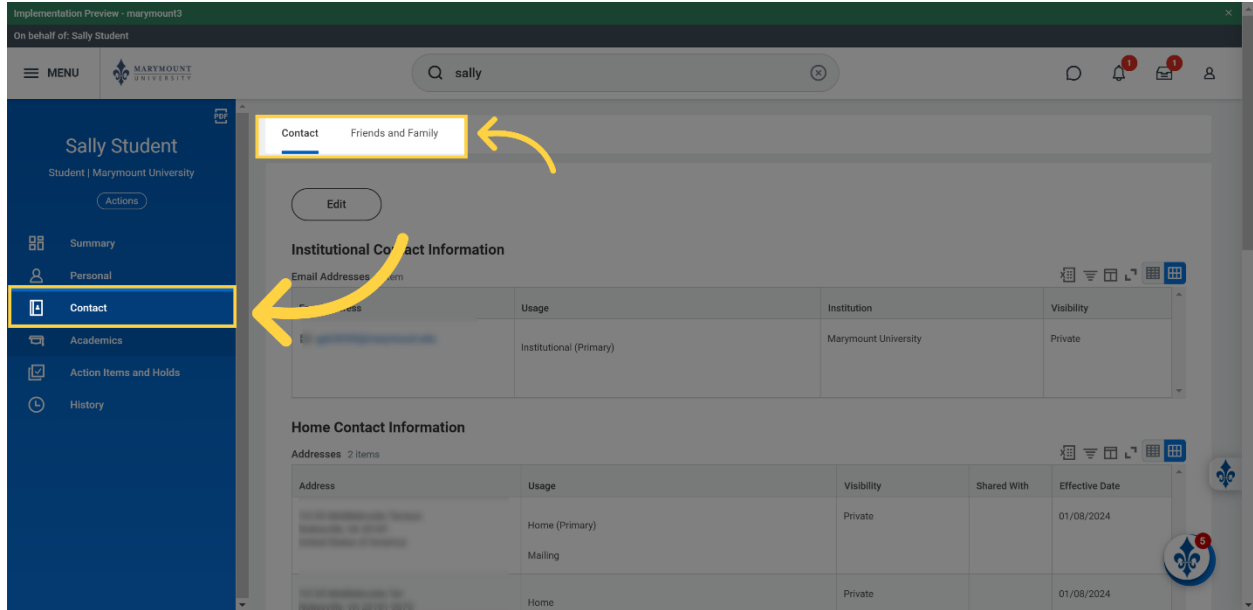
5. Personal Tab

The Personal tab includes several sub tabs, from which you can view and manage additional data. These can include the following: -Legal and preferred names -Legal and school identification numbers -Documents -Friends and Family information.



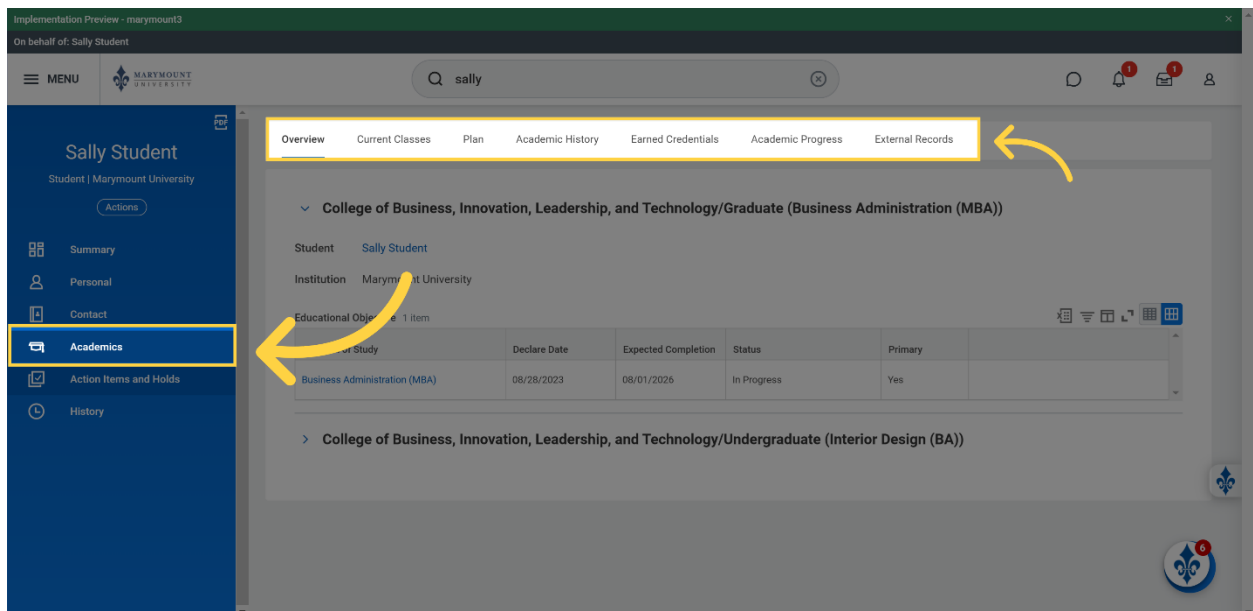
6. Contact Tab

The contact tab also includes additional information so you can view and manage your personal contact information.



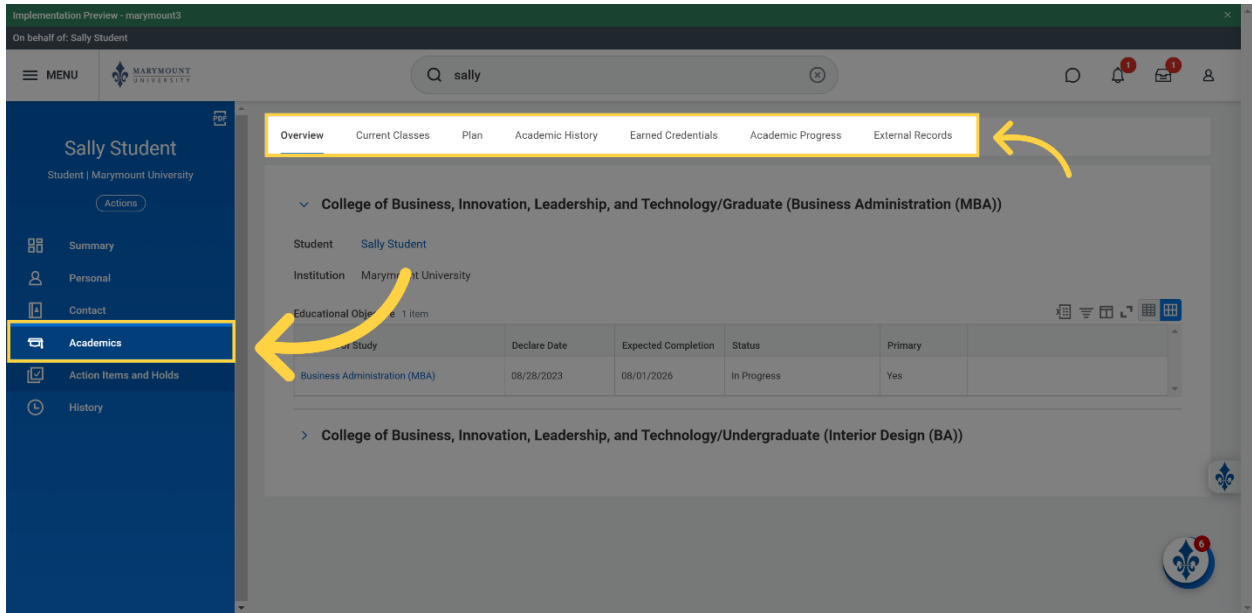
7. Academics Tab

The Academics tab includes several sub tabs from which you can view and manage your academic information. This includes the following: Academic Overview, Your Current Classes, Your Academic Plan, Academic History (this tab will list all of the Marymount University courses taken and grades received.), Academic Progress will show you an assessment of your coursework and credits that apply towards your degree requirements.) and External Records.



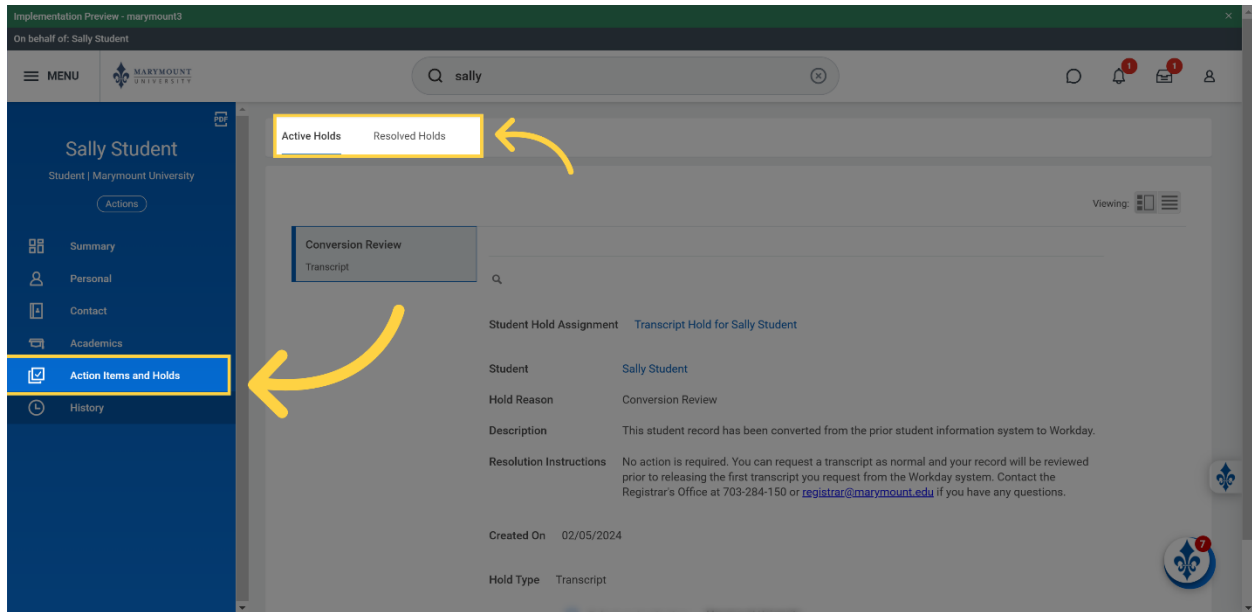
8. Transfer Credit

If applicable, you may also see a tab for Transfer Credit. This tab will allow you to view any credits that have been awarded to you, based on coursework you have completed outside of Marymount University.



9. Action Items and Holds

The Action Items and Holds tab includes active tasks waiting your completion and any restrictions that may be on your account. Actions items or tasks that require you to complete specific steps, are organized by topic such as Financial Aid, Onboarding, etc. Active and Resolved Holds on your account will show any active holds that may prevent you from being able to register for classes or to receive financial aid, until they are resolved.



In this guide, you learned how to navigate through Workday to view your student profile. You learned how to access and review different sections of your profile like personal, contact, and academics.

Powered by **guide**

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)