Getting Started: Customizing Workday Student

Overview

This quick reference guide shows you how to customize your Workday Student app in the MySCU portal to make it easier to do the tasks that you do most often.

This guide describes the following tasks:
- Add the **Teaching and Advising App** (applicable to Faculty only)
- Configuring Workday Student to find **Student Profiles** (academic records) rather than **Student Worker Profiles** (employment records)
- Creating **Shortcuts** to your frequently used reports/tasks

==**NOTE**: If you are accessing Workday from off-campus, be sure to **log into the VPN** *before* you log in to Workday. Click here for instructions for downloading and logging into the VPN.==
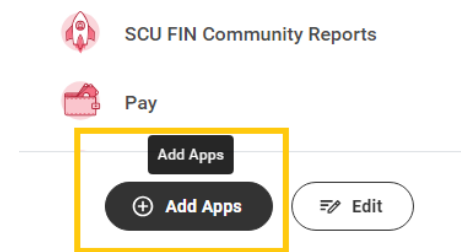
Processes

1. Add the **Teaching and Advising App** (applicable to Faculty only):

    From your Workday homepage, click **View All Apps** under the **Your Top Apps** section on the right.
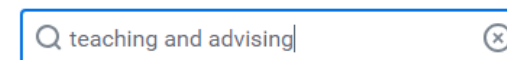
    ⊞ **View All Apps**

Select the **Add Apps** button at the bottom of the menu and type "Teaching and Advising" to add this to the menu if it is not already there. Add this icon to your Menu by choosing the **Add Apps** button at the bottom of the screen or typing "Teaching and Advising" in the search bar.
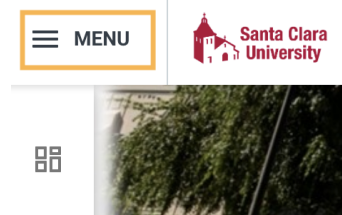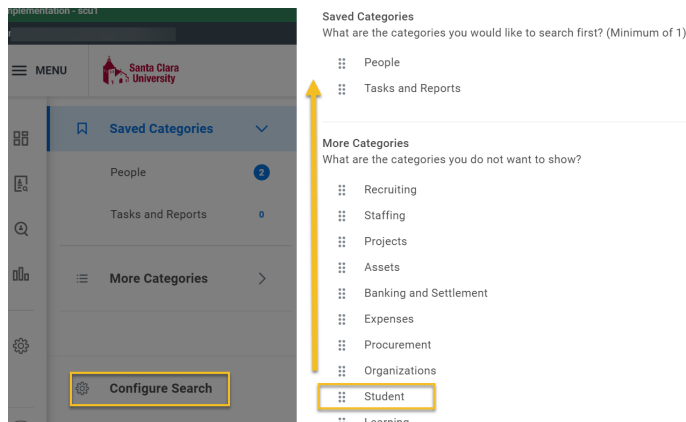

2. Configure your search process to find **Student Profiles** (academic records) rather than **Student Worker Profiles** (employment records):

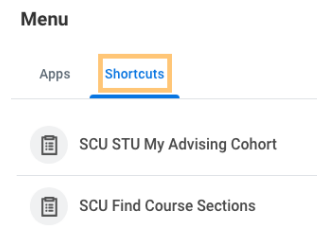   In the universal search bar, type "Configure".

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On the *Search Page*, click on **Configure Search** located on the bottom left of the page and drag **Student** up to the top of the list and click **Save**.
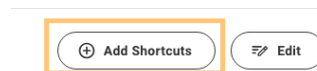

This configuration ensures that each search will prioritize **Student Profiles** over **Student Worker Profiles**

3. Create a menu of **Shortcuts** for the reports/tasks you frequently use. This will save you from having to search for the reports/tasks each time.
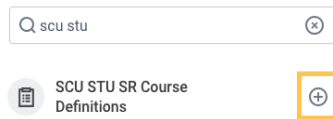
    From your Workday homepage, open the **Menu** in the upper left corner.

Select **Shortcuts** and **Add Shortcuts**.

Type the task or report you want to add and use the plus icon to add it to your shortcuts.

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You can re-order your saved shortcuts by selecting the **Edit** button.

Note: A maximum of 10 shortcuts can be added.