View Student Support Network

Overview

Use this report if you want to reach out to someone on campus who supports a particular student (eg. faculty advisor, academic department manager, Honors, LEAD).
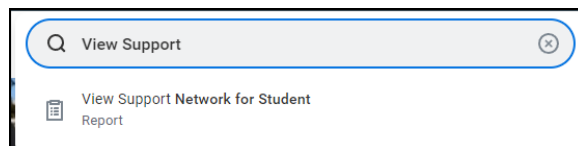
The *Student Support Network* includes their faculty advisor(s) and directors of various campus programs to which the student belongs.

This quick reference guide will show you two different methods for accessing a student's support network.

NOTE: Before starting your tasks in Workday Student, follow the set up procedures outlined in the *Getting Started* guide found under *Workday Training and Support* here.

Process 1: Generate A Report

1. Open the Teaching and Advising App.
2. Type **View Support Network for Student** in the Search bar and select the report.

3. Enter the name of the student and press "OK".
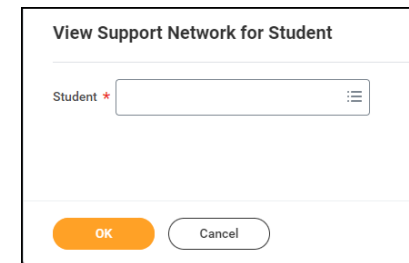
3. Here you can view the people who play different roles in the student's Support Network.

Roles may include the following:
   a. **Student Academic Advisor**: Faculty advisor(s) from student's major department(s)
   b. **SCU Student Cohort Advisor:** Advisors for student's group(s) (eg. LEAD, Honors, Study Abroad)
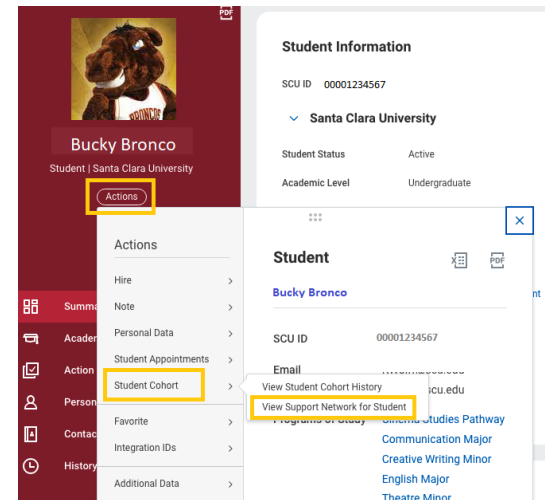   c. **SCU STU Student Cohort Membership Manager:** Major department(s) manager(s)

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Process 2: View the **Student Support Network** from the **Student Profile**

1. Navigate to the **student profile**. See *Viewing the Student Profile* guide found under *Workday Training and Support* here for instructions for how to do this.

2. Choose the **Actions** button under the student's photo.

3. Hover over *Student Cohort* and choose **View Support Network for Student**.

4. Here you can view the people who serve in different roles in the student's Support Network.

   Roles may include the following:
       a. **Student Academic Advisor(s)**: Faculty advisor(s) from student's major department(s)
       b. **SCU Student Cohort Advisor:** Advisors for student's group(s) (i.e. LEAD, Honors, Study Abroad)
       c. **SCU STU Student Cohort Membership Manager:** Major Department(s) manager(s)

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Role
Student Academic Advisor
SCU STU Student Cohort Advisor
Student Academic Advisor
SCU STU Student Cohort Membership Manager
SCU STU Student Cohort Membership Manager