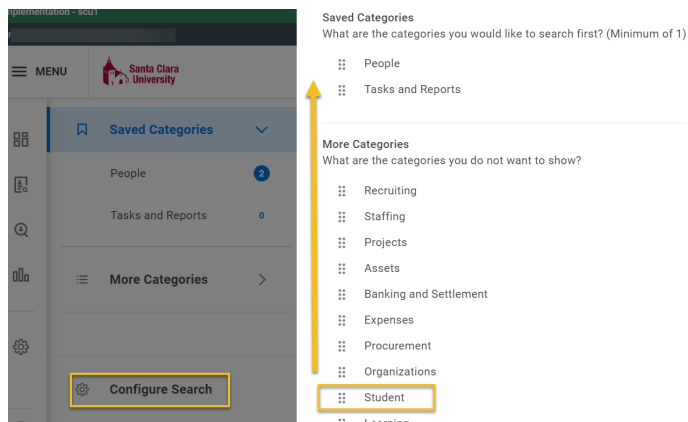# Getting Started: Viewing the Student Profile

Overview

This quick reference guide will cover how to view student contact information, academic history, and other information using the **Student Profile**.

The **Student Profile** is separate from a **Student Worker Profile**, which contains a student's employment information if employed by SCU.
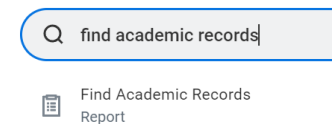
Process

1. First, you will search for a student record. The most convenient way to do this is to configure your search in Workday. On the *Search Page*, click on **Configure Search** drag **Student** up to the top.

NOTE: If the student has a preferred name that differs from the legal name, the preferred name will be prioritized in searches even if you search by the legal name.

You can also enter **Find Academic Records** into the **Search Bar** and press **Enter**. This report will allow you to locate the student and click directly to their profile.
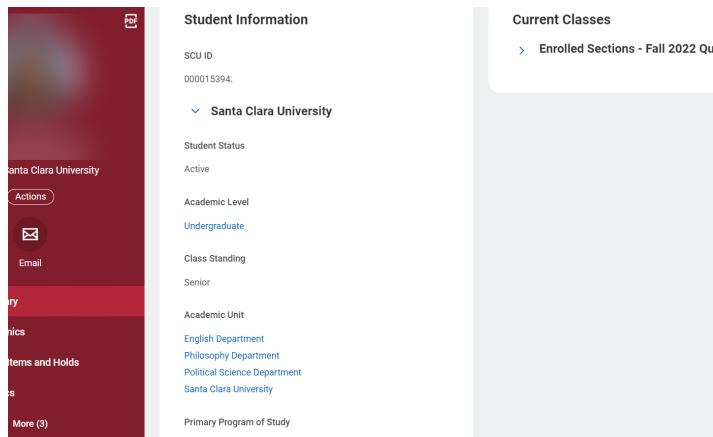

2. The **Student Profile** provides a comprehensive view of the student's information.

The **Summary** page shows a summary of the student's progress, general information, and account activity.
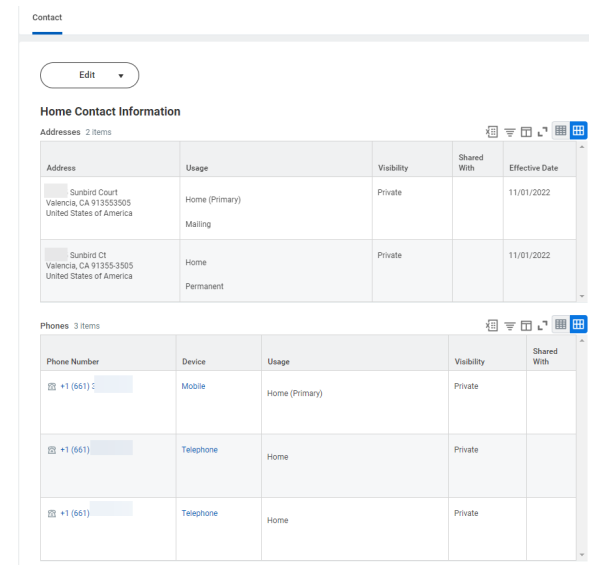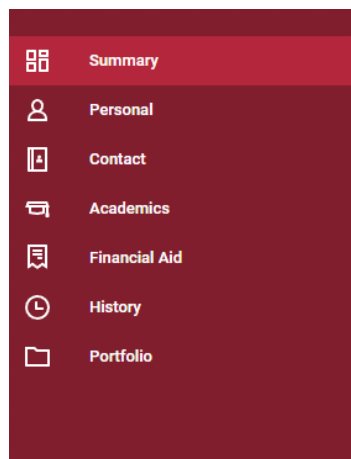
Getting Started: Viewing the Student Profile

Student Information

SCU ID

000015394.

⌄ Santa Clara University

Student Status

Active

Academic Level

Undergraduate

Class Standing

Senior

Academic Unit

English Department
Philosophy Department
Political Science Department
Santa Clara University

Primary Program of Study

Current Classes

› Enrolled Sections - Fall 2022 Qua

NOTE: Access to information on the **Student Profile is** controlled by your security. For example, users who do not have access to student finances will be unable to see **Student Financials** in the menu.

- **Personal:** View personal information about the student such as names, IDs, documents, and current housing information. If you have access to modify this data, you can do so through this tab.

- **Contact:** View contact information for the student and any emergency contacts they have entered. If you have access to modify this data, you can do so through this tab.

3. On the left, you will see tabs for different functional areas.

- Summary
- Personal
- Contact
- Academics
- Financial Aid
- History
- Portfolio

Contact

Edit ⌄

Home Contact Information

Addresses 2 items

Address	Usage	Visibility	Shared With	Effective Date
Sunbird Court Valencia, CA 913553505 United States of America	Home (Primary) Mailing	Private		11/01/2022
Sunbird Ct Valencia, CA 91355-3505 United States of America	Home Permanent	Private		11/01/2022

Phones 3 items

Phone Number	Device	Usage	Visibility	Shared With
+1 (661)	Mobile	Home (Primary)	Private	
+1 (661)	Telephone	Home	Private	
+1 (661)	Telephone	Home	Private	

Getting Started: Viewing the Student Profile

- **Academics:** Use this tab to view academic information about the student, including their program of study, current classes, academic plan, transfer credit, academic progress, and any external records, if applicable.

- **Student Financials:** This tab will have account transactions as well as outstanding payments and charges.

- **Financial Aid:** This tab will contain information about the student's financial aid and FAFSA record.

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- **History:** This tab will display a history of processes that have been executed on the student's record.

- **Portfolio:** This tab contains any certifications, professional affiliations, achievements, job history, and languages that have been entered for or by the student.