

## STUDENT PROFILE OVERVIEW

### Summary

This reference guide will cover how to view your student profile in Workday.

### Access Your Student Profile

1. From the homepage (after logging into Workday), click the person icon or photo in the upper right-hand corner of the page and then click the **View Profile** button.

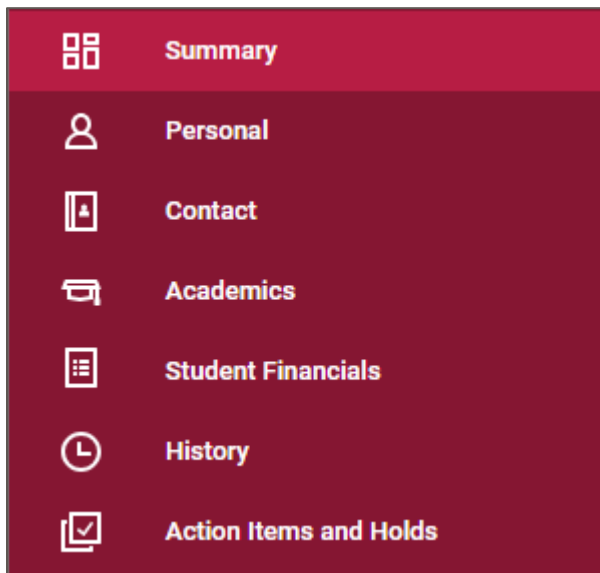


2. You will first see a summary dashboard with information regarding academic progress, current classes, student account activity, and housing.

The screenshot shows a student profile dashboard with the following sections:

- Account Activity:** Displays a total account balance of 1,000,000.00 and a due amount of 0.00. Includes buttons for 'Make a Payment' and 'View Statement', and a 'View Details' link.
- Housing Assignment:** Shows the current housing status as 'Off Campus'.
- Current Classes:** Lists 'Enrolled Sections - 2024 Fall Semester' and 'Enrolled Sections - 2025 Spring Semester' with expandable arrows.
- Student Information:** Shows the student is from 'Campbellsville'. Details include: Student Status (Active), Class Standing (Freshman), Location (Campbellsville Campus), and Primary Program of Study (Sport Management Major).

3. There are several other tabs that you can navigate through using the sidebar menu. Click on any of these tabs to view their contents.



- a. The **Personal** tab contains the following:
  - i. Legal and preferred names
  - ii. Personal information such as gender, date of birth, age, and other demographics
  - iii. Social security number
  - iv. Housing status – whether you are residing on or off campus
  - v. Residency status
- b. The **Contact** tab contains the following:
  - i. Home contact information
  - ii. Emergency contact information
  - iii. Friends and family contact information
- c. The **Academics** tab contains the following:
  - i. Program of study
  - ii. Current classes
  - iii. Academic plan
  - iv. Academic history
  - v. Academic progress
  - vi. Chapel credits
- d. The **Student Financials** tab contains the following:
  - i. Account balance
  - ii. Transaction summaries
  - iii. View account statement
  - iv. Make a payment
- e. The **History** tab contains information on student notes
- f. The **Action Items and Holds** tab contains the following:
  - i. Outstanding tasks to complete for financial aid, admissions, or student onboarding
  - ii. Active holds
  - iii. Resolved holds