



How to Navigate Dashboards



Overview

This instructional guide will cover some of the basics of viewing your Academics Hub and viewing your Financials Hub.

View My Academics Hub

1. From the Workday home page menu, select the **Academics Hub**.
 - a. You can also navigate to the Academics Hub through the **View All Apps** hyperlink.
2. Key items on this screen include:
 - a. Overview:
 - i. My Holds - If you are experiencing registration issues, check here to see if you have any holds that are prohibiting your ability to register.
 - ii. Important Contacts - This box lists individuals who can assist you, such as Advisors or Coaches.
 - iii. Current Courses - See this box to view your course selections for the current term.
 - b. Academic History:
 - i. My Academic Record - This section shows your academic record broken up by semester.
 - ii. My Academic Progress - This section displays your cumulative GPA, unused registrations, and requirements.
 - c. Planning and Registration:
 - i. My Academic Plan - View the academic plan you set up with your advisor.
 - ii. Current Schedule - Schedule of enrolled courses for the current semester. You have the option to **View** your schedule or **Edit Registration**.
 - iii. Saved Schedules – View saved schedules you or your advisor created when planning your registration or course schedule.
 - iv. Find Course Sections - Course Sections are specific instances in which a course is scheduled to be held. To see additional courses you can register for, include the **Start Date** range, **Academic Level**, and **Campus Locations** you are seeking.
 - v. Find Courses - Courses are general instances which may be taught over a number of years, but this option will not show you specific course sections. You can filter by Academic Level, Course Tags, Instructional Formats, Subject, and Typical Periods Offered to see when the course instance you are looking for may be held again.
 - d. My Student Appointments:
 - i. This is where you can view Upcoming Appointments, Past Appointments, and Canceled Appointments.
 - ii. You are able to request a new appointment by selecting **Request Appointment**.





How to Navigate Dashboards

View My Financials Hub

1. From the Workday home page menu, select the **Financials Hub**.
 - a. You can also navigate to the Financials Hub through the **View All Apps** hyperlink.
2. Key items on this screen include:
 - a. Overview:
 - i. Due Now – This box displays the sum of past and current charges due before or within 30 days. The amount includes anticipated payments.
 - ii. Financial Aid Awards – This box will display financial aid awards pending your response (this will only show for students who have financial aid items/awards).
 - b. View Account Activity - This will display a summary of your account, including past transactions.
 - c. View Financial Aid – Here you can view financial aid awarded to you during a certain academic year. You will need to select the **Institution** and **Award Year** to view this information.
 - d. Statements and Documents
 - i. View Statement – By Academic Period.
 - ii. View My 1098-T – By Calendar Year.
 - iii. My 1098-T Box Details – By Calendar Year. This is the document you will want to reference during tax time.