



# How to Find Students



## Overview

In Workday, students, staff, and student workers will have one profile and a single set of personal data (e.g. legal name, preferred name, home contact, and work contact). There are multiple ways to find and navigate to student records through Workday. This job aid covers how to search for a student's profile.

## Finding Students in Workday

There are three primary methods of searching for students in Workday.

1. **Find Student using the Search Bar:**
  - a. Type *student: student's name*.
  - b. Select the student's name to navigate to their student profile.
2. **Find Students Report:**
  - a. Type *Find Students* in the search bar. Select the report. A full list of students will display.
  - b. Using the search bar displayed on the report, enter a student name or ID number to filter the search.
3. **Find Students by Academic Record:**
  - a. Type *Find Students by Academic Record* in the search bar. A full list of students will display.
    - i. Using the search bar displayed on the report, enter a student name or ID number to filter the search.
    - ii. This report can also be sorted or filtered. Below are instructions to filter:
      1. Filter options include:
        - a. Academic Level
        - b. Academic Unit
        - c. Programs of Study
          - i. Use the search bar to find additional programs of study.