

# Navigating Workday Student

## Student Guide

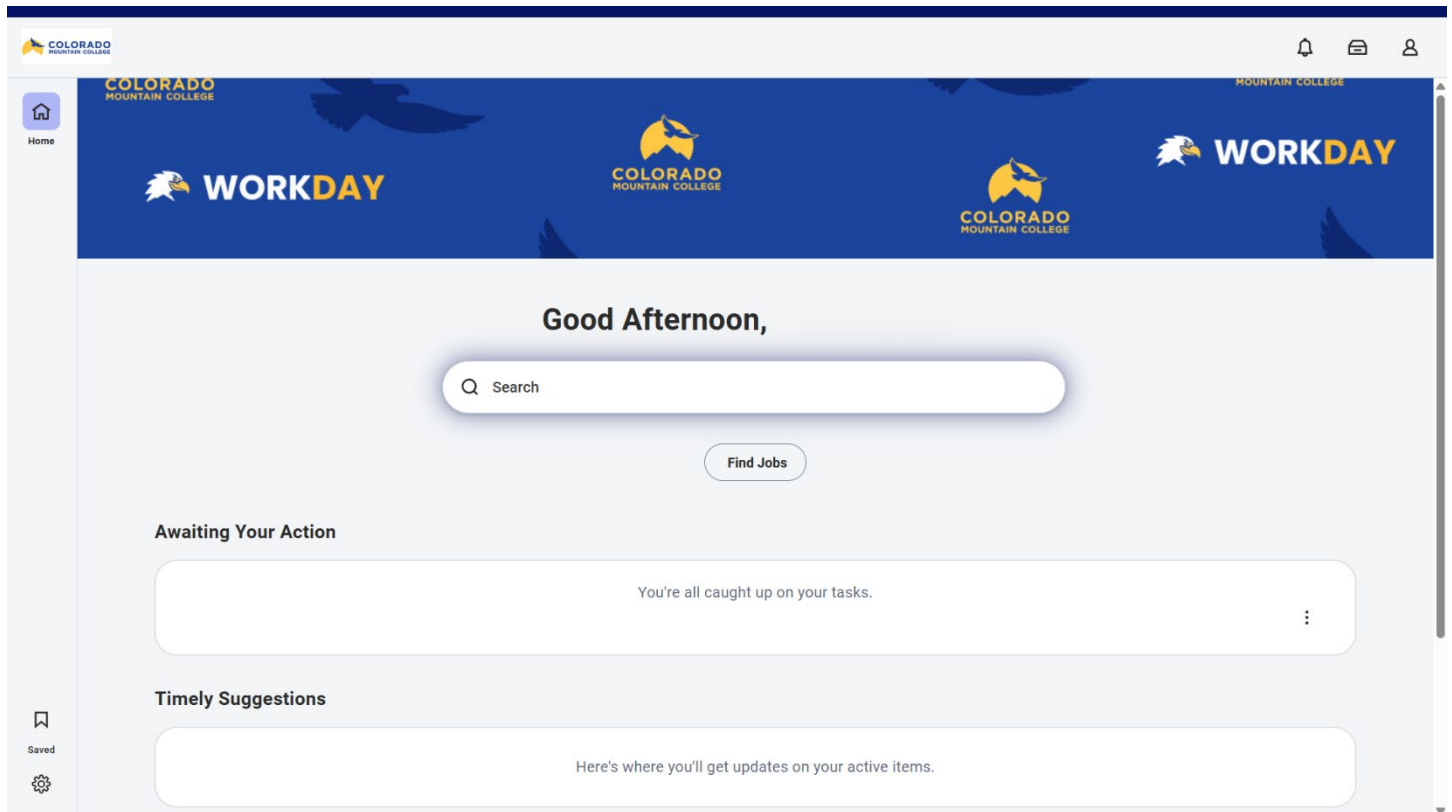
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This guide will walk you through the basics of navigating key features in Workday.

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## Homepage

When you log into CMC Workday, the homepage will be the first page you view. Announcements, notifications, action items/tasks, messages, and menus can all be navigated and managed here.




## Navigation

Workday has two primary navigation options that are visible on every page.

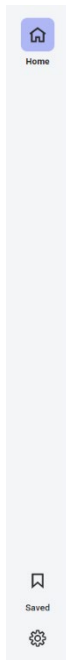
### Header Bar



From left to right, the different buttons take you to different screens.

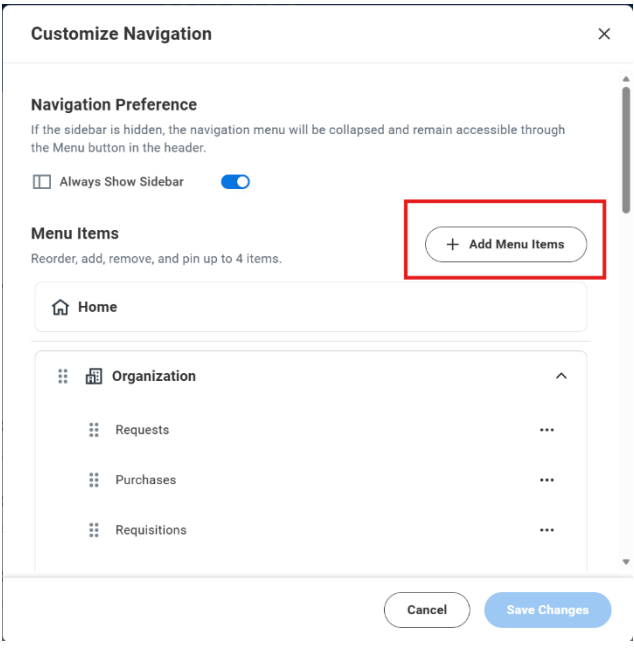
1. **CMC LOGO:** Clicking the logo will always return you to your homepage.
2. **SEARCH BAR:** If it's in Workday, you can search for it here. The search bar will appear in the middle of the homepage. On all other pages, it will appear at the top center in the header bar.
3. **BELL/NOTIFICATIONS:** A red dot with a number will appear if you have 1 or more notifications to review. You can click this button any time to navigate to a list of all previous/archived notifications. 
4. **INBOX/MY TASKS:** A red dot with a number will appear if you have 1 or more tasks assigned. You can click this button any time to navigate to a list of all completed/archived tasks.
5. **PROFILE:** Click on the person (or your photo, if we have one in the system) to navigate to your profile screen.

### Navigation Bar



From top to bottom, you can navigate to different Workday screens and apps.

1. **HOME:** The top button will return you to your homepage.
2. Other buttons may appear in this column, depending on your role at the school – student-employees will see additional links.
3. **SAVED:** Click on the "Saved" bookmark icon to open the favorites screen, which allows you to mark reports and/or processes you use frequently and would like a shortcut for.
4. **COGWHEEL:** Click on this icon to customize your navigation. You can quick add some applications or click on "Add Menu Items" to search for other options.

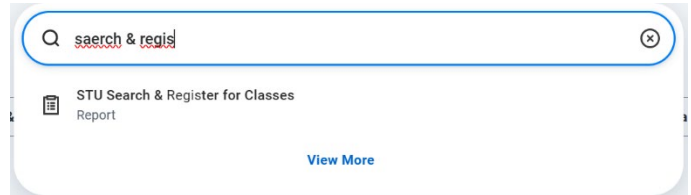


## Search Bar



Students can use the search bar to find people, tasks, reports, and business data. Workday's search functionality is robust: Workday will return results using partial terms and/or misspelled words.

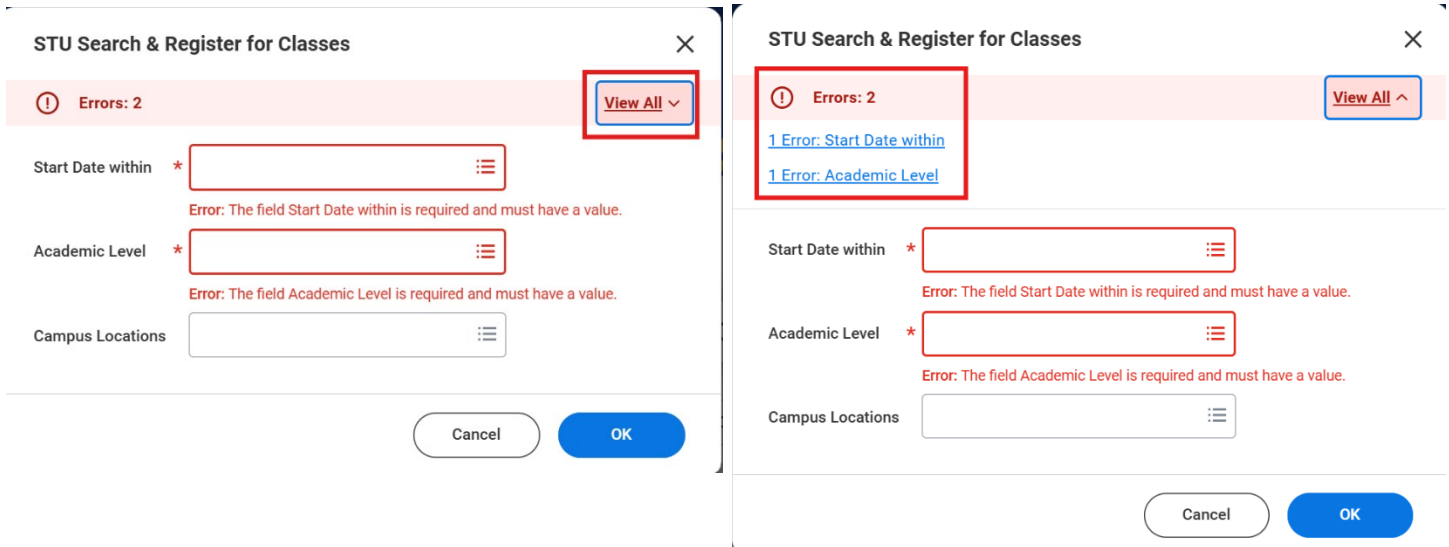
You can click a link from the dropdown results or click on "View More" to open a full search results list.



## Error Messages & Details

Error messages display as red notifications and typically identify missing information or a conflict in the Workday process you're completing, e.g., a hold on a student's account that prevents them from registering for classes.

When the error pops up, you can click on it to open the message for additional details.



Error messages typically flag when the issue will prevent your from completing the task. In some cases, you will be able to correct the issue yourself (as in the example above). In other cases, you may need to reach out to one of your Student Success Team members for assistance.

## Alert Messages & Details

Alert messages display as yellow notifications and typically identify potential problems but won't prevent you from completing a task.

When the alert pops up, you can click on it to open the message for additional details.

Add Course Section to Saved Schedule PDF 🗖 ×

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**Errors and Alerts Found** ▾

Saved Schedule

Student ██████████ - Colorado Mountain College/Undergraduate () - 08/12/2019 - Active

Academic Period 2026 Fall (08/10/2026-12/10/2026)

Saved Schedule Name TEST

Calendar View Add Course Sections Edit

Courses 1 item 🗖 🗒 🗑 🔍 📄 📅

Course	Grading Basis	Credits	Section	Section Status	Instr
BIO 2102 - Human Anatomy & Phys. II	Letter Grade	4	BIO 2102-VE001 - Human Anatomy & Phys. II	Open	Com

View My Saved Schedules

Done

**Errors and Alerts Found** ▾

**Alert -**

You are not eligible for BIO 2102-VE001 - Human Anatomy & Phys. II

## Quick Reference Guides

Additional quick reference guides for Workday Student that focus on specific tasks, processes, and features are available at [CMC Next - Colorado Mountain College](#).

