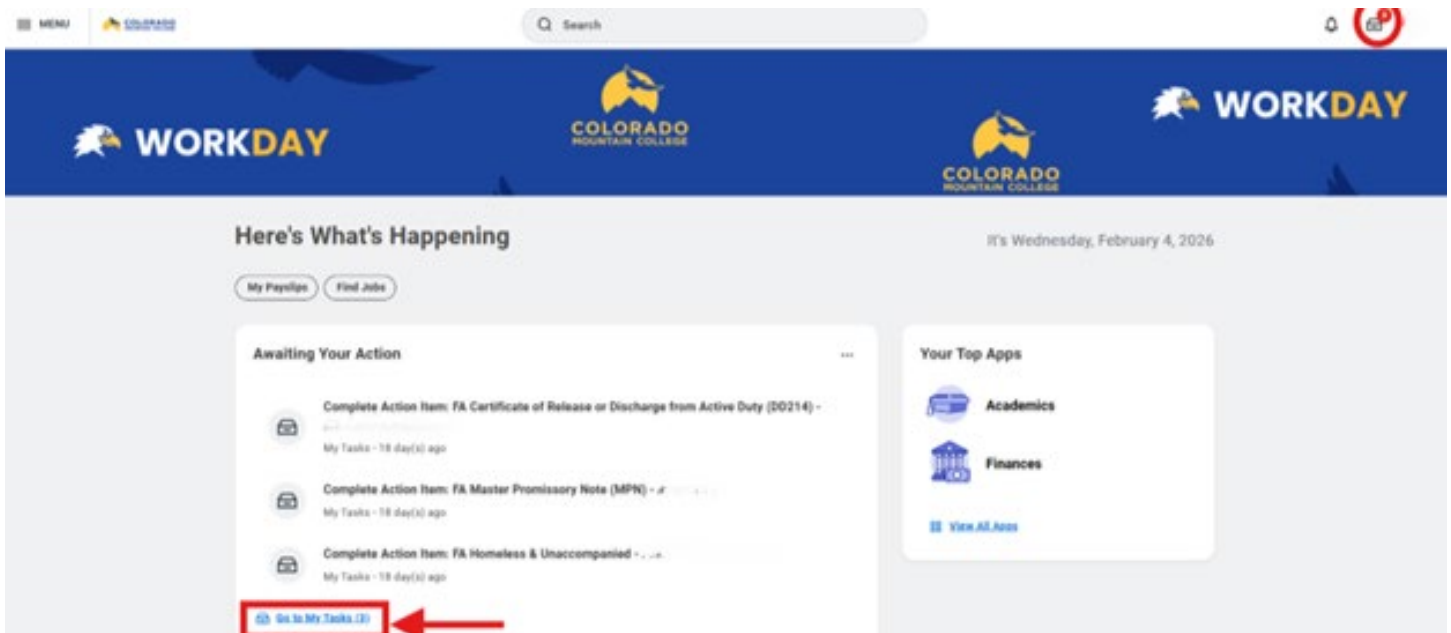


Financial Aid Action Items

Student Guide

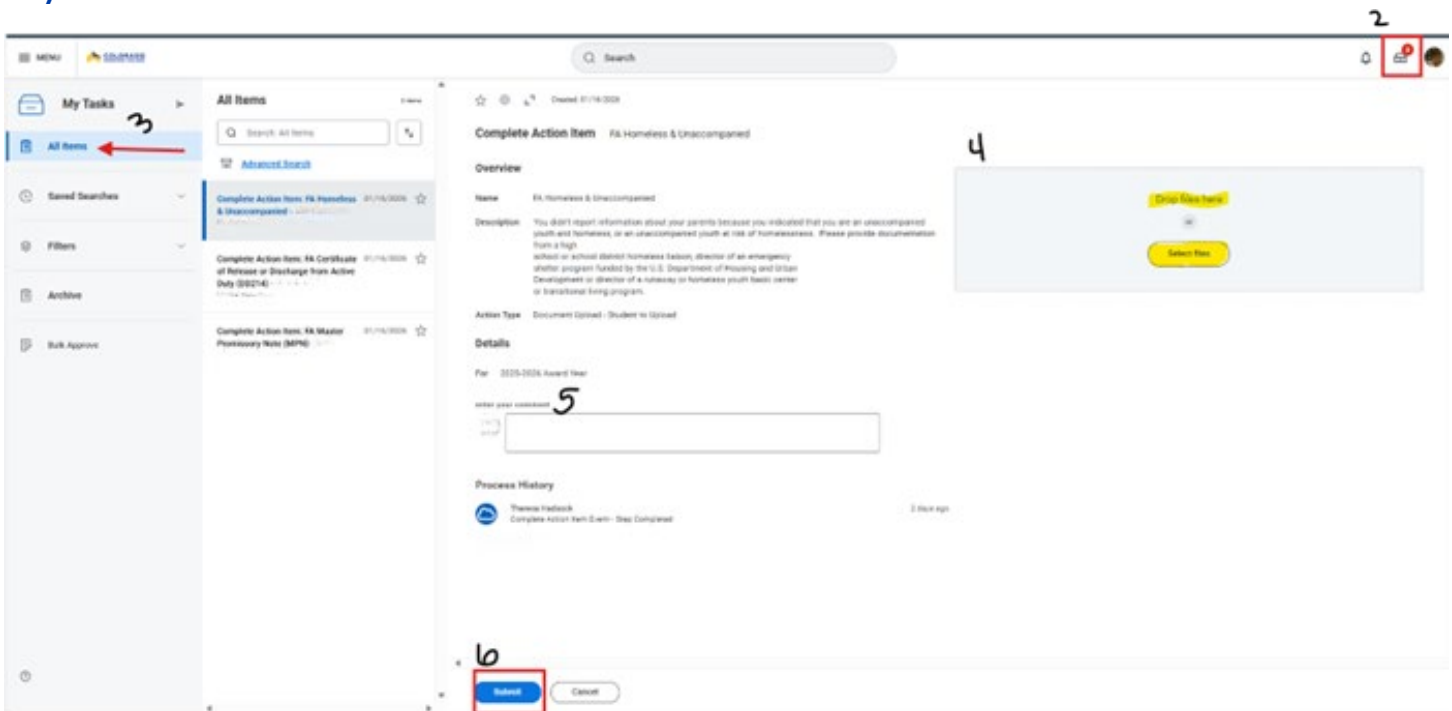
Students are encouraged to stay current with any assigned tasks and/or action items in Workday.

1. Assigned tasks and action items will appear in your Workday tasks at the top of your homepage.
2. Click on the inbox in the top right or "Go to My Tasks" in "Awaiting Your Action" to open your tasks screen.



The screenshot shows the Workday homepage for a student at Colorado Mountain College. The top navigation bar includes the Workday logo, the college logo, and a search bar. Below the navigation bar, the main content area is titled "Here's What's Happening" and shows the date "It's Wednesday, February 4, 2026". The "Awaiting Your Action" section lists three tasks: "Complete Action Item: FA Certificate of Release or Discharge from Active Duty (20214)", "Complete Action Item: FA Master Promissory Note (MPN)", and "Complete Action Item: FA Homeless & Unaccompanied". A red box highlights the "Go to My Tasks" link at the bottom of the "Awaiting Your Action" section, with a red arrow pointing to it.

My Tasks Screen Overview



1. "My Tasks" consists of a navigation column on the left and a list of "All Items," meaning all open tasks, next to it.
2. If you click away into another screen, the inbox at the top right is always visible in Workday and will return you to this screen.
3. "All Items" in the navigation column opens the list of all currently assigned tasks. Click on any task in the list to open the "Complete Actin Item" detail screen for that task.
4. If documentation is required, upload files by dragging and dropping them or by clicking on the "Select Files" button.
5. You can add comments to an Action Item. Any comments made by you or the Financial Aid officer managing the task will appear in this section.
6. Once you have completed the instructions for the item and uploaded any required documents, click on "Submit" at the bottom of the screen.