View the Applicant Home Page

STAFF

Workday Student

This tip sheet explains the process for viewing the applicant home page. It is intended for staff.

View the Applicant Home Page

Viewing an applicant home page allows a staff member to see what applicants will see on the public-facing site and to edit the application, if necessary.

To view the applicant home page content in Workday, follow these steps:

1. Access the **View Applicant Home** Report.
2. Select the Applicant home for your college.
3. You will now see the content of the application home for your college. You can review the application for accuracy or identify changes.
    - Use the related actions button on the **Exernal Student Site** link to edit or configure tasks that affect the site.
    - Use the related actions button on the **View Applicant Home** link to generate a shareable link to the application site or to edit the text and features of your school's application home page. This includes a welcome message, content title, messages to learners, and helpful descriptions.