Inactivate Student Recruitment

STAFF

Workday Student

This tip sheet is intended for staff performing the inactivation of student recruitment tasks.

Inactivate Student Recruitment

This process requires appropriate security permissions (typically a System Administrator or a designated role with elevated access in non-production environments).

Navigate to Inactivate Student Recruitment

1. Search for the **Inactivate Student Recruitment** Task
2. The Inactivate Student Recruitment dialog box will populate
3. Enter the Student Prospect's name and select it from the populated list
4. Click **OK** to continue
5. A dialog box asking for confirmation of inactivation will populate next. Click on the **Confirm** check box to confirm this action and click **OK**

Mass Inactivate

1. Access the **Find Student Recruitments** task
2. All results will populate in the list
    a. Filter specific population of recruits on the left-hand side
3. Select check boxes of the individuals to be inactivated and click the **Inactivate Student Recruitment** button
4. Click **Confirm** check box to confirm inactivation and click **OK**