View Validate and Edit Educational

STAFF

Workday Student

This tip sheet is for Registrars and Admissions Office staff.

View, Validate, and Edit Educational Institutions

To view educational institutions, follow these steps:

1. Access Workday from your institution portal.
2. Enter Find Educational Institution into the Workday Search bar.
3. Select the Report from the results.
4. Search for the institution you would like to view.

From here, you can see information such as accreditation history and contact information for an institution.

Editing Educational Institutions

To edit details of educational institutions, follow these steps:

1. Access the Find Educational Institution report.
2. Select the institution you wish to change, and from the Related Actions icon, select Edit.
3. Update necessary fields such as contact information, grading schemes, or course catalogs.
4. For custom grading schemes, you can create or select from existing options.

These actions ensure that the information on educational institutions is accurate and up to date, supporting effective student recruiting and academic record management.