View and Edit Student Tags

ADMINISTRATOR

Workday Student

This tip sheet is intended for Admissions and Recruiting Staff.

View and Edit Student Tags

To create **student tags**, follow these steps:

1. Type ***Create Student Tag*** in the Workday Search bar > Select the **task**.
2. The Student Tag Name and Academic Unit fields are required.

Note: You also have the option to enter an Academic Level and Student Tag Category.

3. Enter the **Edit Student Tag** task and select the student tag to edit.
4. Make the necessary edits and select **OK** to accept the edits.

Important Considerations

- Student tags can only be attached to prospects if the tag belongs to the same or superior academic unit as the prospect.
- The academic unit is determined by the prospect's academic period type, academic period or anticipated start, and program of study.
- If a prospect has multiple applications, the student tag field on the recruitment tab cannot be updated.