WORKDAY FINANCIAL AID GUIDE FOR STUDENTS

This guide outlines Workday financial aid tasks and processes for students.

workday.

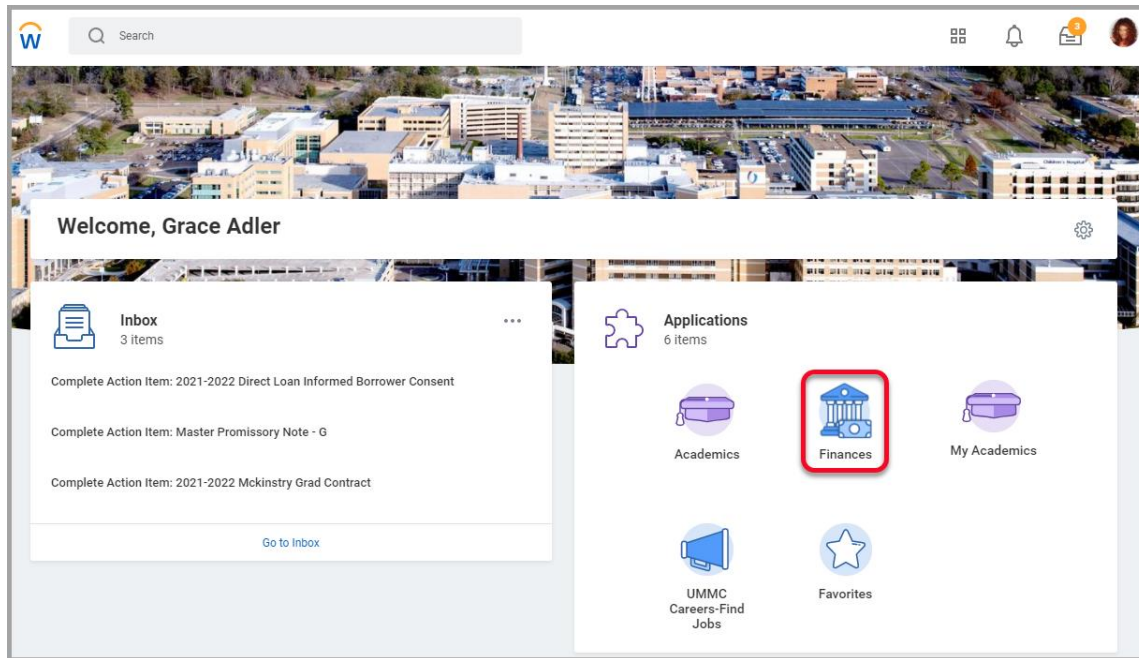# Workday Financial Aid Guide for Students

Table of Contents

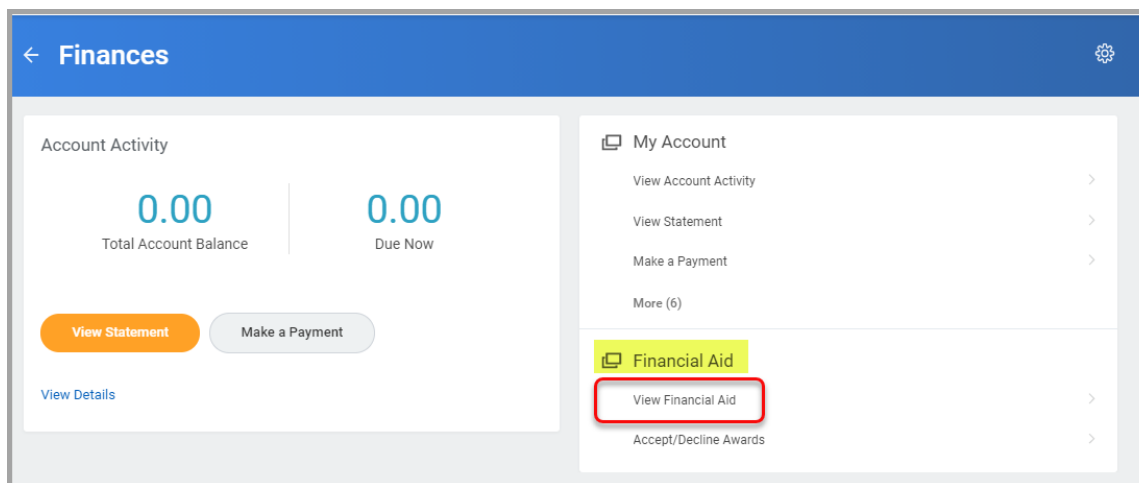# Workday Financial Aid Guide for Students

FINANCIAL AID AWARDS

As a student, you can view, accept, and print your financial aid awards in Workday.

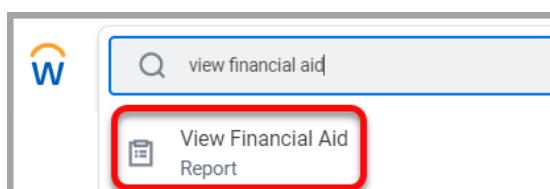**How to View Financial Aid Awards**

1. On the Workday home page, click the **Finances** application.

2. Click on **View Financial Aid** in the Financial Aid section of the Finances dashboard.

NOTE: You can also type *view financial aid* in the Workday search field and select **View Financial Aid**.

FINANCIAL AID AWARDS

How to View Financial Aid Awards (continued)

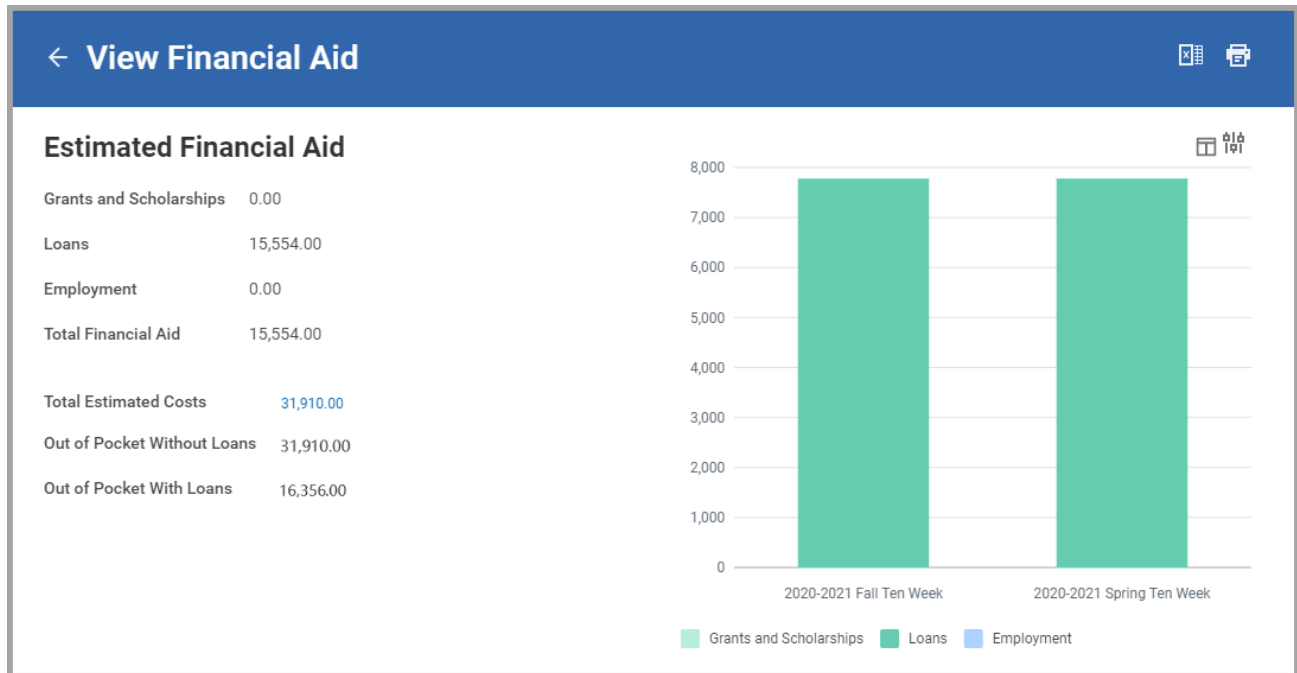3. Enter the **Academic Unit** and **Award Year**.

4. Click **OK**.

5. The top section displays a summary of your **Estimated Financial Aid** including a bar graph.

FINANCIAL AID AWARDS

How to View Financial Aid Awards (continued)

6. The **Financial Aid Overview** tab displays your **Award Year Summary** and **Awards Breakdown** for the selected award year.

7. The **Estimated Costs** tab displays your **Estimated Cost Summary** and **Estimated Cost Breakdown** for the selected award year.

Workday Financial Aid Guide for Students

FINANCIAL AID AWARDS

How to Print a Financial Aid Award Letter

1. On the View Financial Aid page, select the Financial Aid Overview tab and click the **Print Award Letter** button.

2. This will generate a PDF that you can print or save.

Workday Financial Aid Guide for Students

FINANCIAL AID AWARDS

How to Accept/Decline Financial Aid Awards

1. You can accept or decline your financial aid awards while viewing your financial aid **or** in the Finances application on your Workday home page.

    OPTION 1: While viewing your financial aid, click on the **Financial Aid Overview** tab, and click the **Accept/Decline Awards** button.
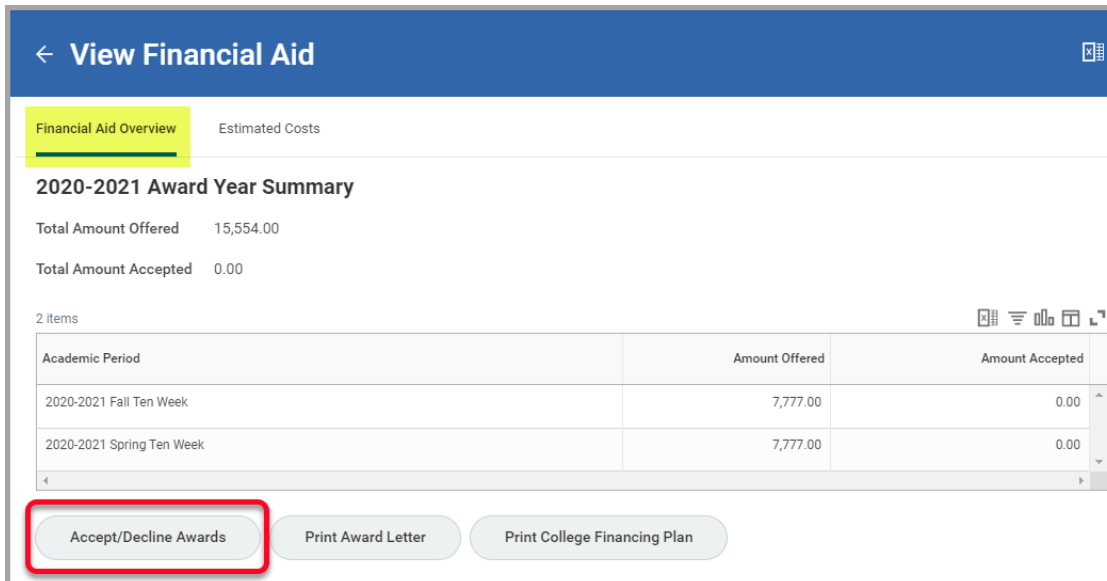
    OPTION 2: On the Workday home page, select the **Finances** application, click on **Accept/Decline Awards**, select the **Academic Unit** and **Award Year**, and click **OK**.

Workday Financial Aid Guide for Students

How to Accept/Decline Financial Aid Awards (continued)

2. On the Accept/Decline Awards page, click in the **Decision** field and select the appropriate option for each award.

3. Click **OK**.

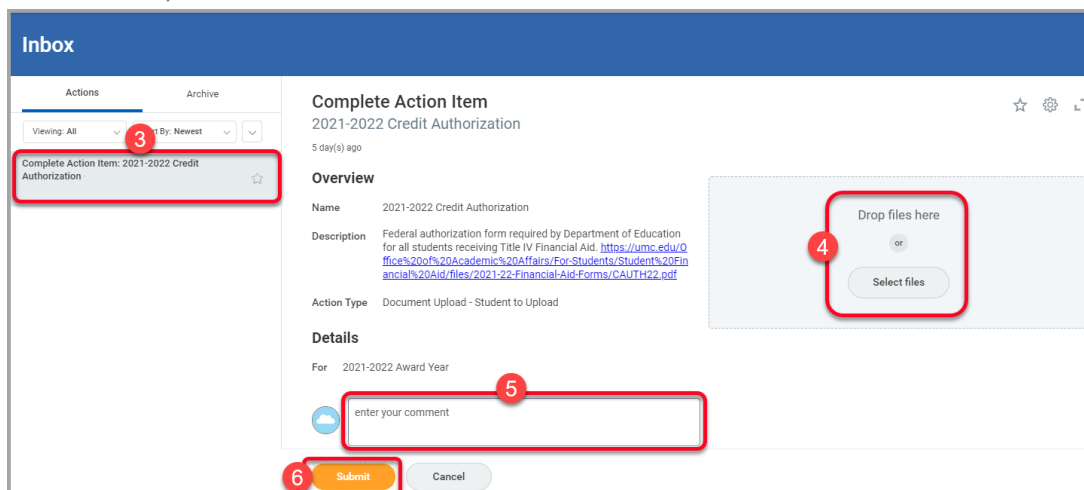# Workday Financial Aid Guide for Students

FINANCIAL AID ACTION ITEMS

How to Complete Financial Aid Action Items

You can view and complete financial aid action items that have been assigned to you in your Workday Inbox.

1. Your most recent Inbox items will be displayed on your Workday home page.
2. To open your Inbox, click 'Go to Inbox' in the preview window or click the Inbox icon in the top right corner of the home page.
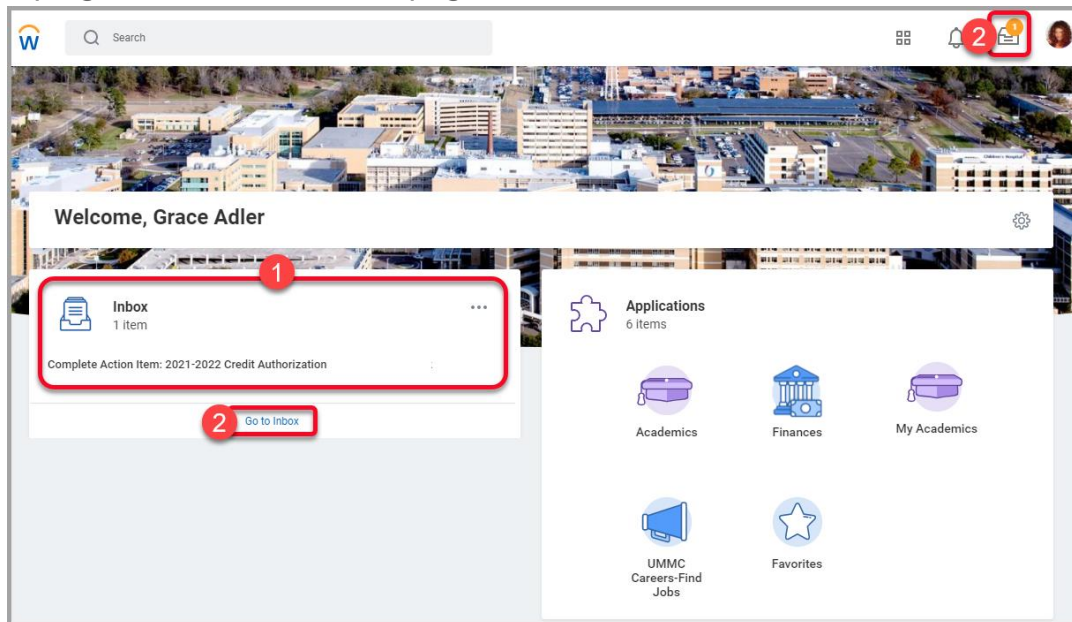
3. The current action items will be listed on the left. Select an item to view the details and instructions.
4. To upload required documents, either drag and drop the file(s) or click 'Select files' and select the saved file(s).
5. Enter comments if needed.
6. Once you have completed the instructions for the item and uploaded any required documents, click **Submit**.
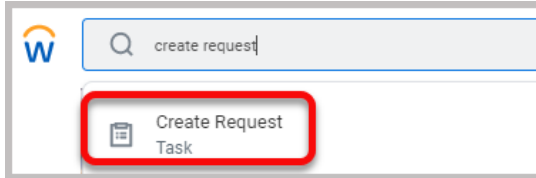
Workday Financial Aid Guide for Students

## FINANCIAL AID SCHOLARSHIP APPLICATION PROCESS

How to Apply for a Financial Aid Scholarship

To apply for the Lettie Pate Whitehead Scholarship or the UMC Family Scholarship, follow the instructions below to create a request in Workday.
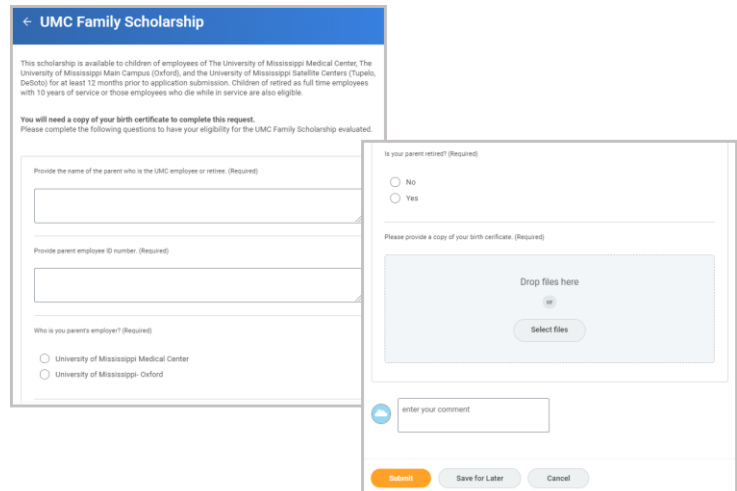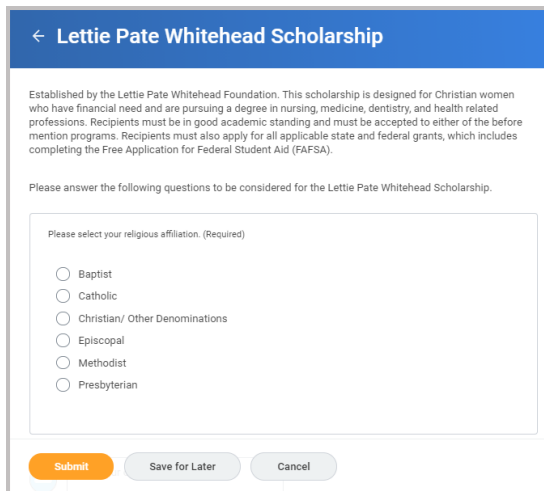
1. In the Workday search field, search for and select **Create Request**.

2. In the **Request Type** field, select the appropriate scholarship and click **OK**.
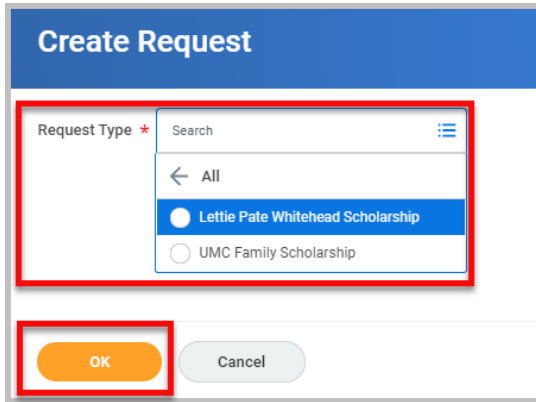
3. Complete the questionnaire, attach any required documents, and click **Submit**.

4. Once you submit the scholarship request, it will route to the appropriate UMMC staff for review and approval.