

Configure Your Search in Workday

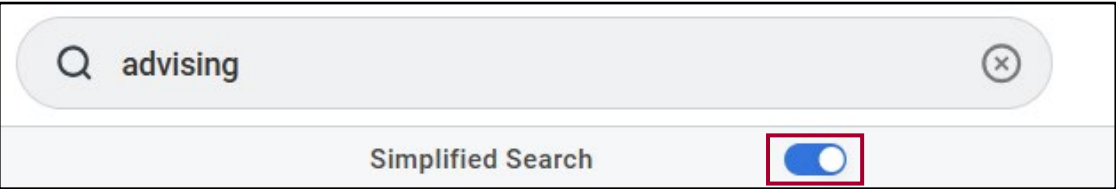
This quick reference guide (QRG) provides instructions on how to configure your search results in Workday to view students. To configure your search, follow the steps below.

Configure Search

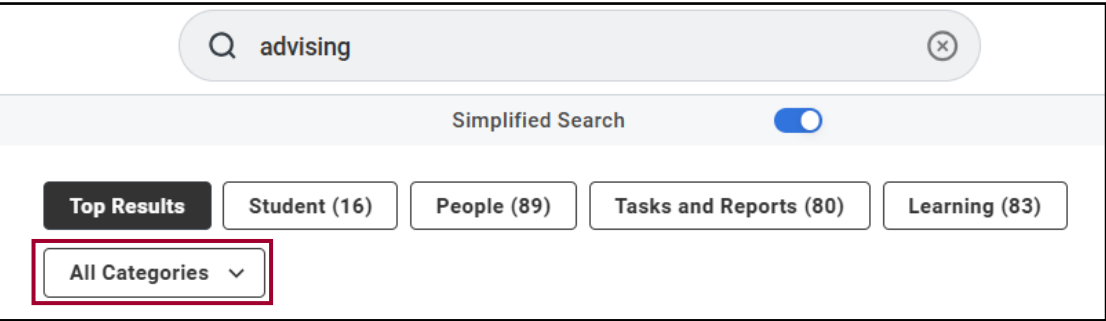
If Simplified Search is Enabled

From the Workday Home page:

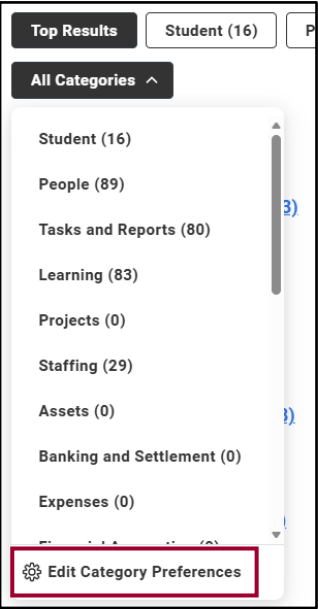
- 1. Type any word into the Workday search bar to get the search page to populate. For example, type "advising" and hit enter on your keyboard.
- 2. Look under the search bar to see if Simplified Search is **Enabled**. If your search is toggled to the left, skip to "If Simplified Search is Disabled" on page 2.



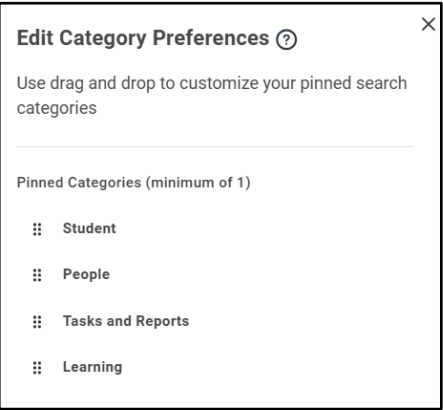
- 3. Click **All Categories**.



- 4. Select **Edit Category Preferences**.



- 5. Drag and drop **Student** from Unpinned Categories to Pinned Categories.





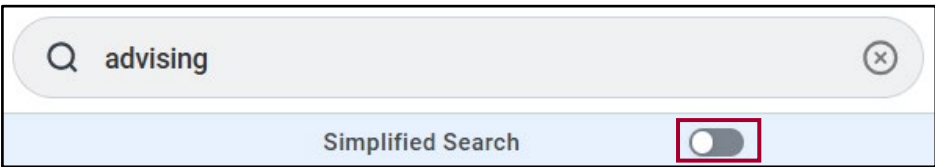
Note: The order of your Pinned Categories is the order in which search results will display. If you commonly work with student accounts, we recommend putting “Student” at the top of Pinned Categories.

- 6. Click the **Save** button in the bottom right corner of the Edit Category Preferences box.

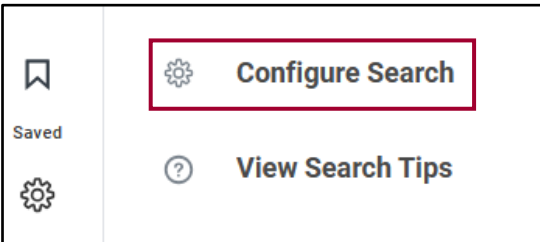
If Simplified Search is Disabled

From the Workday Home page:

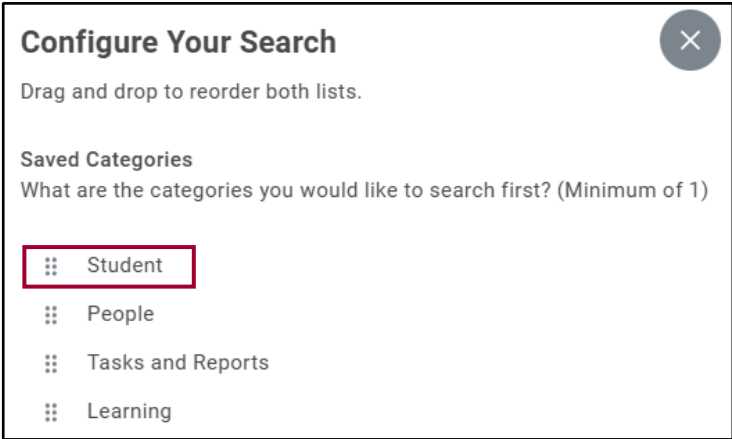
- 1. Type any word into the Workday search bar to get the search page to populate. For example, type “advising” and hit enter on your keyboard.
- 2. Look under the search bar to see if Simplified Search is **Disabled**. If your search is toggled to the right, go back to “If Simplified Search is Enabled” on page 1.



- 3. Click **Configure Search** from the bottom left corner of the screen.



- 4. Drag and drop **Student** from More Categories to Saved Categories.



Note: The order of your Saved Categories is the order in which search results will display. If you commonly work with student accounts, we recommend putting “Student” at the top of Saved Categories.

- 5. Click the **Save** button in the bottom left corner of the Configure Your Search box.