

This quick reference guide (QRG) provides instructions on how to change your profile from employee to student in Workday. Please note as a student employee your default profile will be your employee profile. Thus, the branding on your homepage will reflect the institution that employs you, but you still have complete access to your student profile and can switch the profile view to student.

To change your profile view from employee to student, complete the following steps.

## CHANGE PROFILE VIEW

From the Workday Home page:

1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. On the right-hand side of the page, click your name under the **Student** section.
4. The **Worker Profile Menu** on the left-hand side of the page will now display as your **Student Profile Menu**.



Note: You can switch back to your employee profile by clicking your name under the **Worker** section. Additionally, Workday will automatically return to your employee profile when you leave your profile page. However, you can still access all your employee and student information from the homepage from this profile view.

