

This quick reference guide (QRG) provides instructions on how to create and save a future class schedule in Workday.

To create and save your proposed schedule for an upcoming semester, complete the following steps.

## CREATE A SAVED SCHEDULE


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. Select **Academics** from your left menu.
4. Click the **Plan** tab.
5. Click the **Create Saved Schedule** button.
6. Choose the semester you wish to create a saved schedule for using the **Start Date within** dropdown list.
7. Click **OK**.
8. Enter a **Saved Schedule Name**. We recommend naming the schedule, the term and year you are making the schedule for, and the current date you are making the schedule. For example: Fall 2025 - 3/15/24
9. Click **OK**.

10. Click **Add Course**.
11. Click the **Course Name** you wish to add to your schedule.
12. Click the **Find Course** button.
13. Check the **Select** checkbox for the section of the course you would like to add to your schedule.



14. Click the **Add to Saved Schedule** button.
15. Repeat steps 10 through 14 as needed to create your saved schedule.

 **Note:** Each institution has different policies and uses for the saved schedule feature in Workday. If you have any questions, it is recommended that you contact your Academic Advisor for support.