

This quick reference guide (QRG) provides instructions on how to locate your student ID in Workday.

To locate your student ID, complete the following steps.

LOCATE YOUR STUDENT ID

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. Your **Student ID** number will display in two locations, below your name on the **Student Profile Menu** and below **Student Information**.



Note: If you are a student worker, you might have to switch your profile from employee to student to locate your student ID this way. For more information on how to do that, please see our “Change Profile from Employee to Student” QRG.

