View Your Academic Advisor

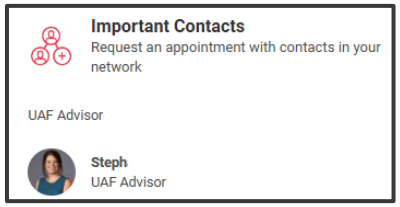
This quick reference guide (QRG) provides instructions on how to view your academic advisor in Workday. It also explains how to access your support network, as designated in Workday. While these screens display key individuals assigned to support you, each institution offers additional resources and services beyond what is listed. If you need assistance, please reach out to someone on this list and they will help connect you with the support you need.

To view your academic advisor, complete the following steps.

VIEW YOUR ACADEMIC ADVISOR

From the Workday Home page:

1. Hover over the **Student** tab on the lefthand menu.
2. Select **Academics Hub** from the list. The Academics Overview page will display. Your Advisor will be listed under **Important Contacts**.

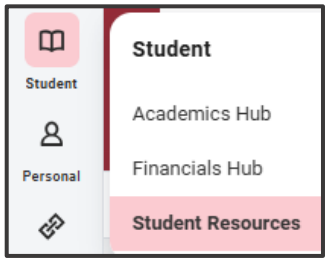


Note: If you do not see an academic advisor in your important contacts please contact your institution's Registrar's Office for assistance.

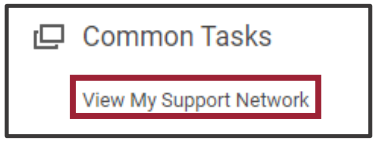
MY SUPPORT NETWORK

You can also locate your advisor and access their contact information from the **My Support Network** page. To access your support network from the Workday Home page:

1. Hover over the **Student** tab on the lefthand menu.
2. Select **Student Resources** from the list.



3. Under **Common Tasks** select View My Support Network.



4. Workday will display everyone in your **Support Network** with information including a **Photo** of them if available, **Person** (their name), and their **Public Work Email**.

Note: It is recommended to first check who is listed as your academic advisor on your **Important Contacts** before deciding who to email off your Support Network list.