

# Workday Student: Former Student Guide

This guide is intended to help you access, understand, and use your Workday Student account after you are no longer an active student at your institution. In Workday, this status is referred to as inactive and is applied once you graduate or after a period of not registering for courses. Access to Workday is dependent on retaining your institution login credentials - please refer to your institution's policies and procedures if you have questions about the timeline how long you will have access to your account.

Even though your account is inactive, you may still access certain parts of your student record by completing the steps below.

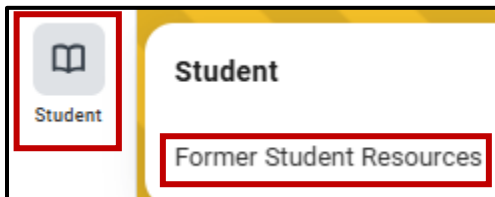
## Access Your Former Student Resources

1. Search for your Institutions **Workday Student Login** page. Typically, this is from [myapps.microsoft.com](https://myapps.microsoft.com).
2. Login using your institutional email address and password.

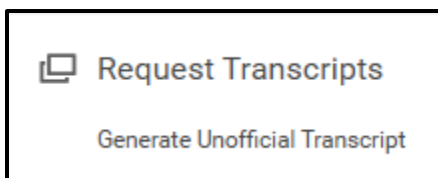


Note: If you need help logging in to your student account you will need to contact your institution's IT services.

3. From the global navigation menu on the left, hover over **Student** and select **Former Student Resources** from the list.



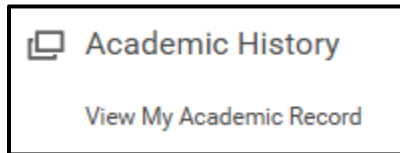
## Former Student Resources



### Request Transcripts

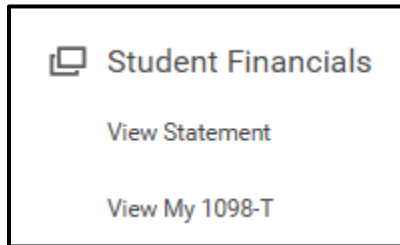
The first option under Former Student Resources is Request Transcripts. Clicking the Generate Unofficial Transcript option will let you view and print an unofficial transcript. Depending on your institution, you may also have the option to request an official transcript directly from this screen. If you do not see the option to request an official transcript, please contact your

institution's records office for assistance on requesting transcripts through a third-party provider.



### Academic History

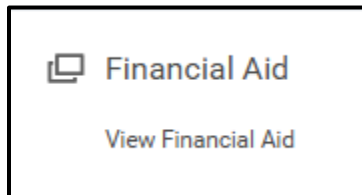
The second option is Academic History. Selecting this link will take you to your academic record, which displays all completed coursework at the institution organized by academic period.



### Student Financials

The third option is **Student Financials**.

- Selecting **View Statement** displays your current institutional statement or balance.
- Selecting **View My 1098-T** allows you to view your student tax documents for each reporting year you were enrolled.



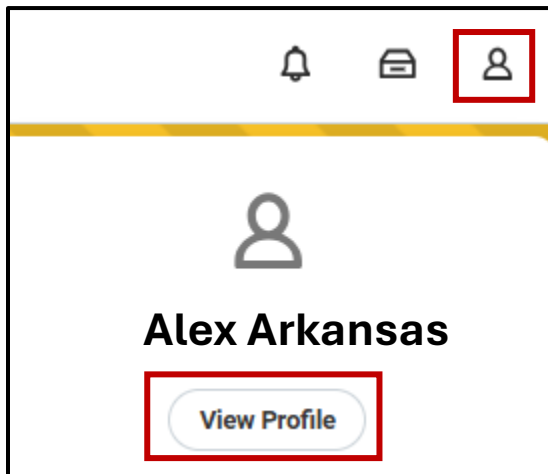
### Financial Aid

The final option is **Financial Aid**. Selecting **View Financial Aid** allows you to review financial aid awarded to you each award year during which you were awarded aid.

## Access Your Student Profile

As a former student you also still have access to your student profile in Workday. To access your Student Profile, complete the following steps:

1. Click the **Profile Icon** or your profile picture beside the My Tasks inbox in the top right corner of the page.
2. Click the **View Profile** button.



## Student Profile

Once on your student profile, you will notice you can still access much of the information you could previously. While registration features are disabled, important records such as academic progress, earned credentials, and financial information like tax forms remain available.

