

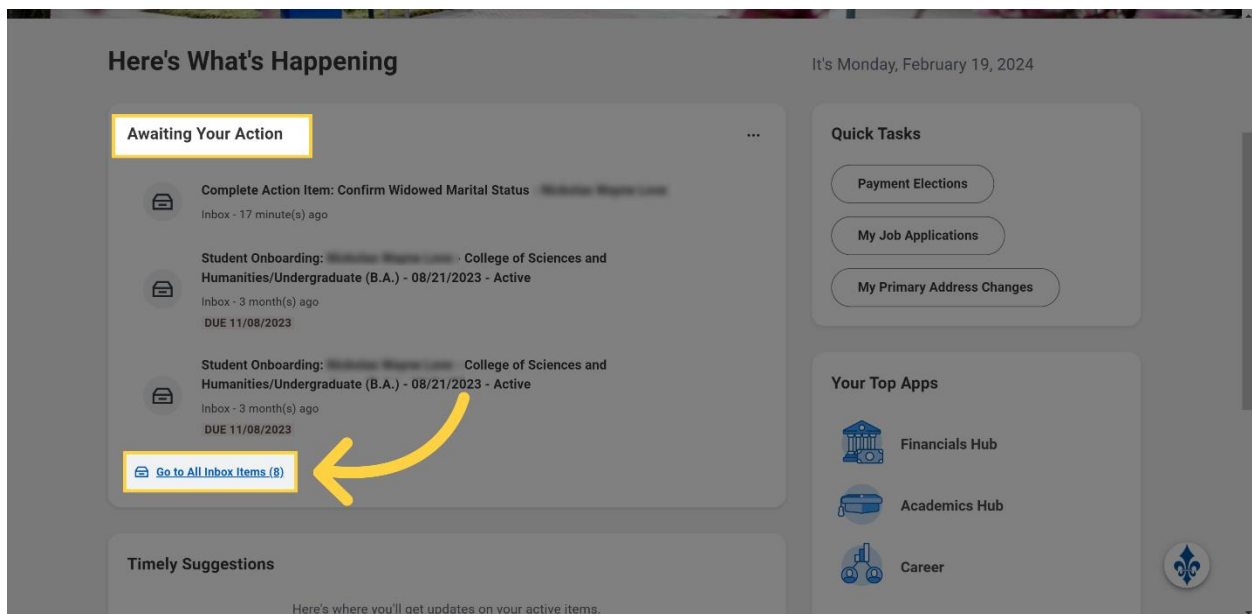
For Students: Completing your Financial Aid Tasks in Workday



Navigating through your financial aid tasks in Workday can be a breeze with these clear instructions. From uploading files to submitting documents, follow these steps to efficiently complete your tasks.

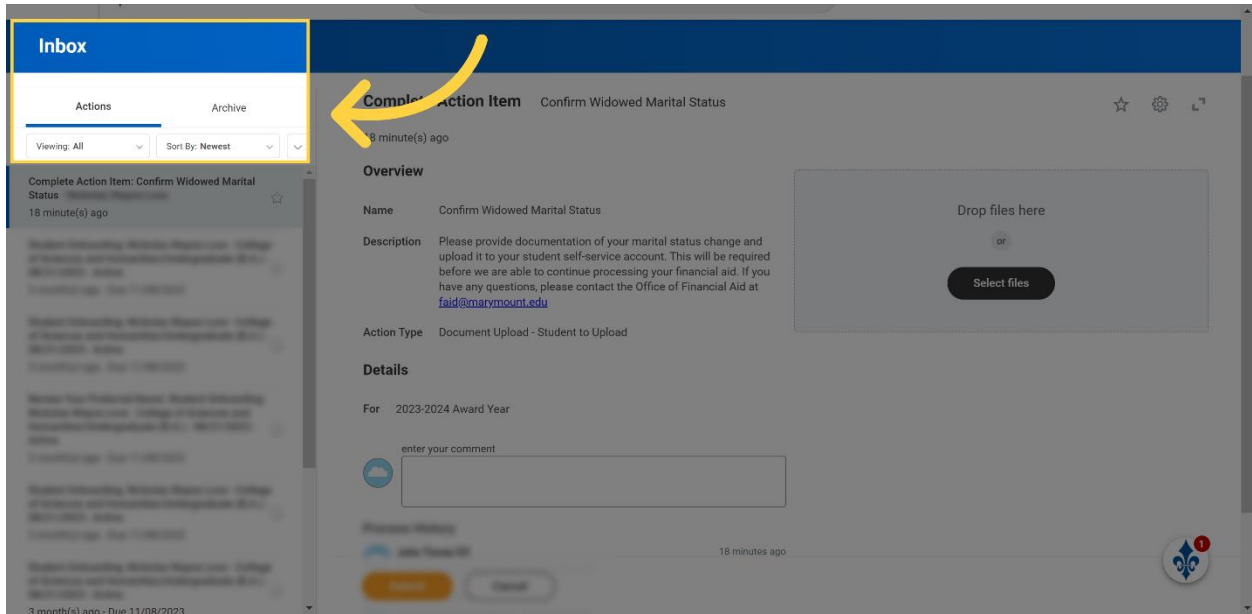
1. Inbox Items

As a follow up to your FAFSA, you may receive tasks in your Workday inbox to complete and verify your eligibility for Financial Aid. Some of the common tasks you may be asked to complete include: the verification worksheet, tax information, marital status, entrance counseling, proof of social security, or other specific tasks. Note that each student may receive different tasks, depending on the information provided in their FAFSA. To find your outstanding tasks, go to the "AWAITING YOUR ACTION" tile on the main Workday screen.



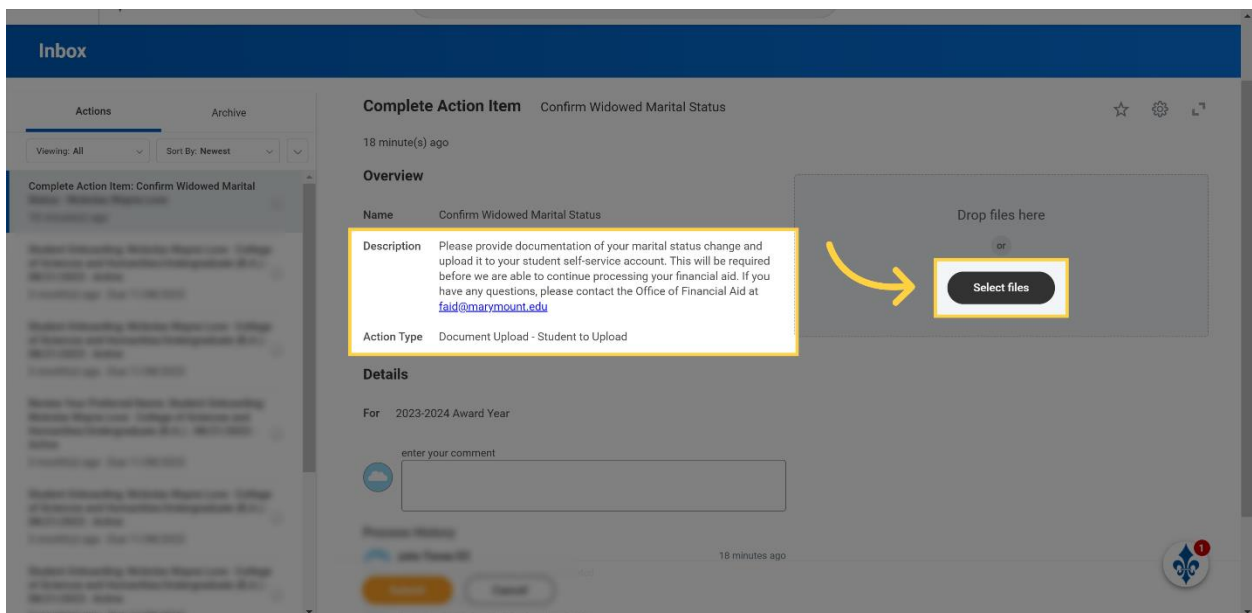
2. Inbox

On the inbox screen, you will see ALL outstanding tasks in a list to the left. Not everything may be related to Financial Aid so be sure to scroll down and find all outstanding Financial Aid tasks you need to complete. Tasks will default to the newest being listed at the top of the list. The details and action items needed to complete each task, will be shown in the panel to the right.



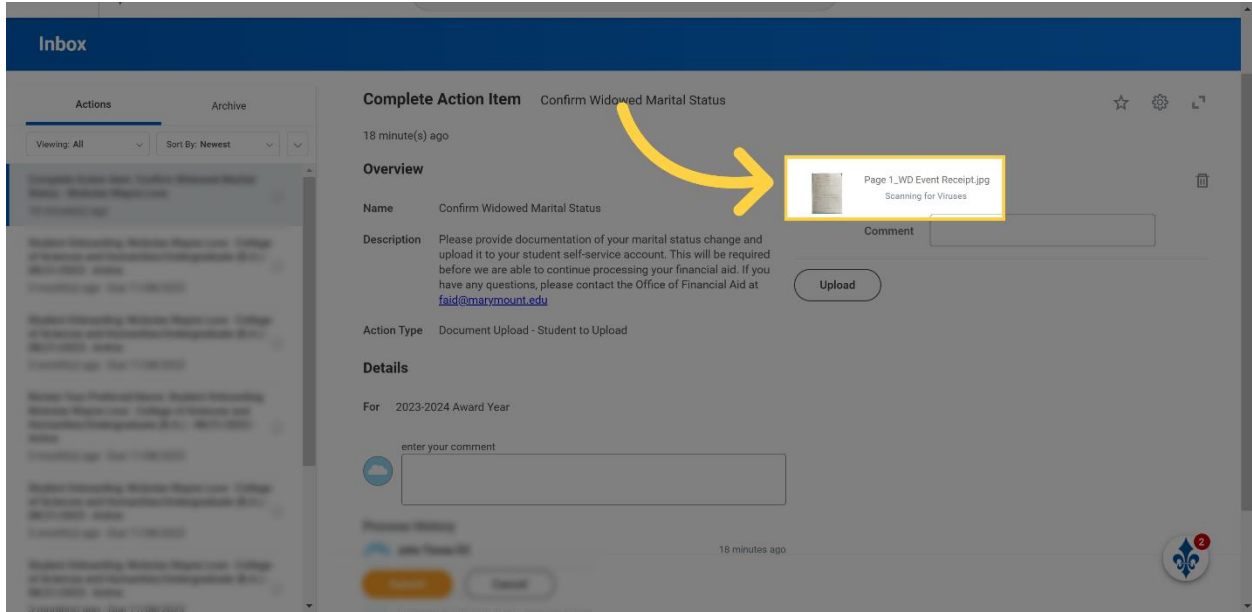
3. Click "Select files"

Instructions for each action item can be viewed on the right hand panel. For this task, "Confirm Widowed Marital Status", the student will need to upload proof of their marital status change. To upload a document to Workday, click on the 'Select Files" button.



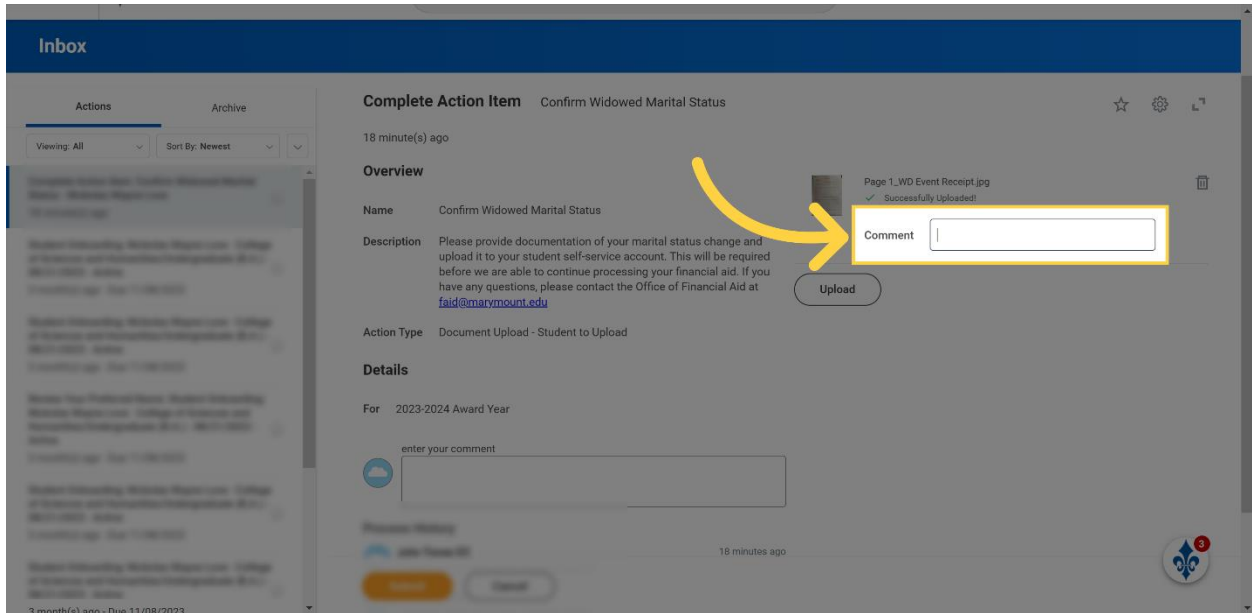
4. Review attachment

Upload the specific file you would like to include. Once the file is uploaded, you will see a small image of the file along with the file name. You are able to upload more than one file if necessary. You will need to upload multiple files, one at a time. Confirm you uploaded the appropriate file to complete your task.



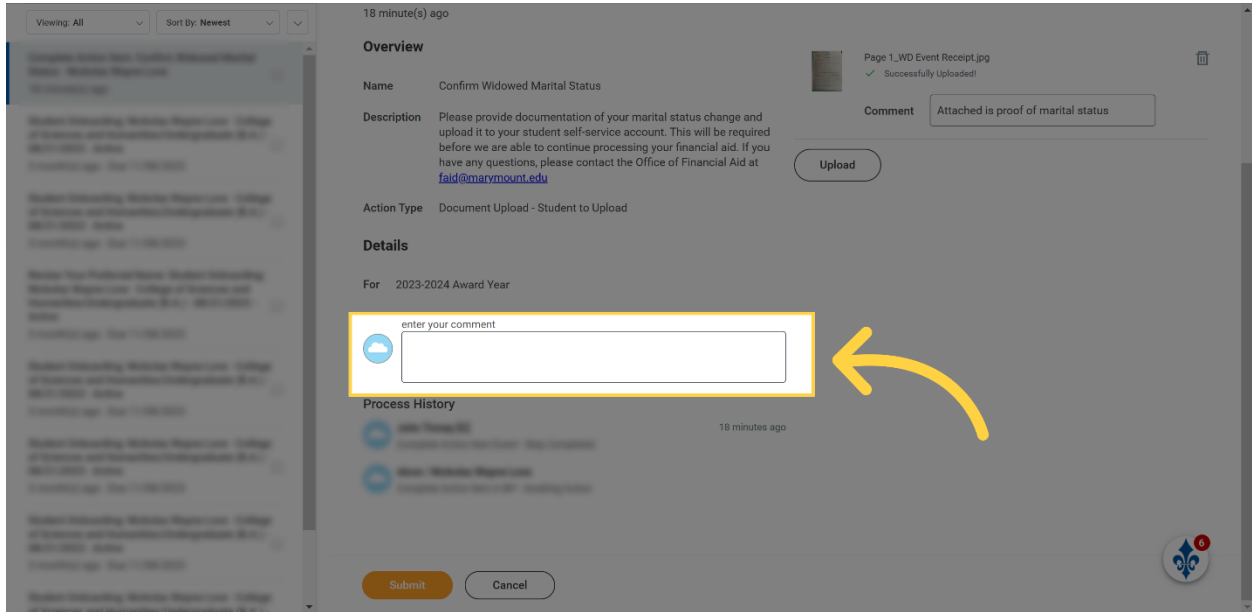
5. Add an Attachment Comment

If you choose, you can add a comment about your document attachment.



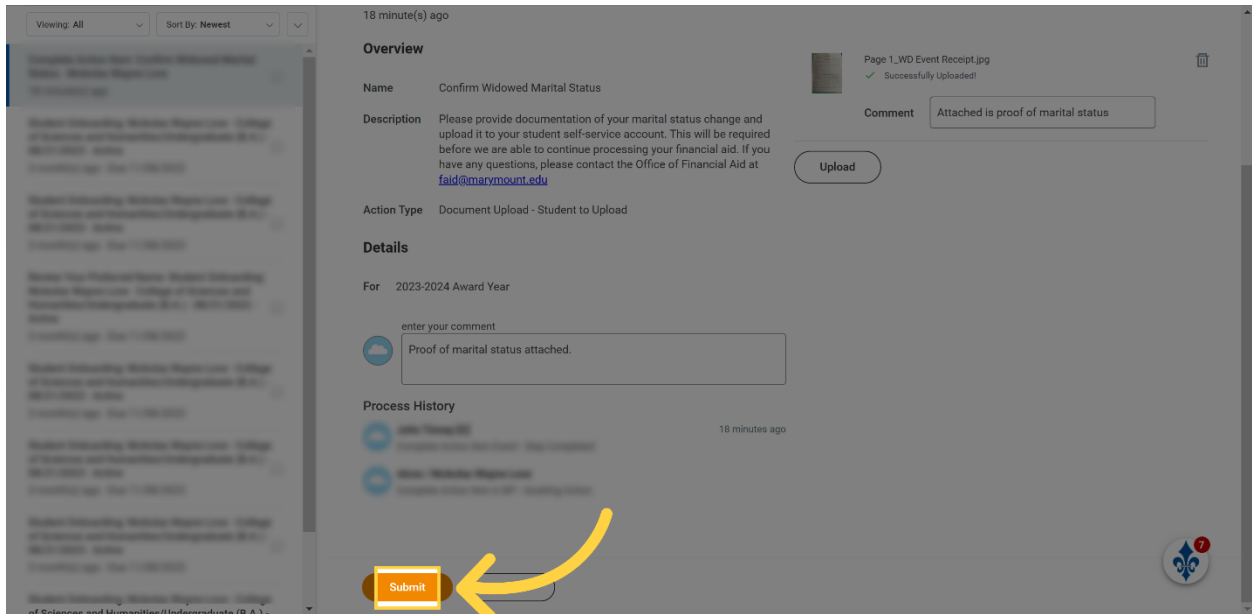
6. Enter a comment regarding your task

You can also add a comment about your task submission if you choose.



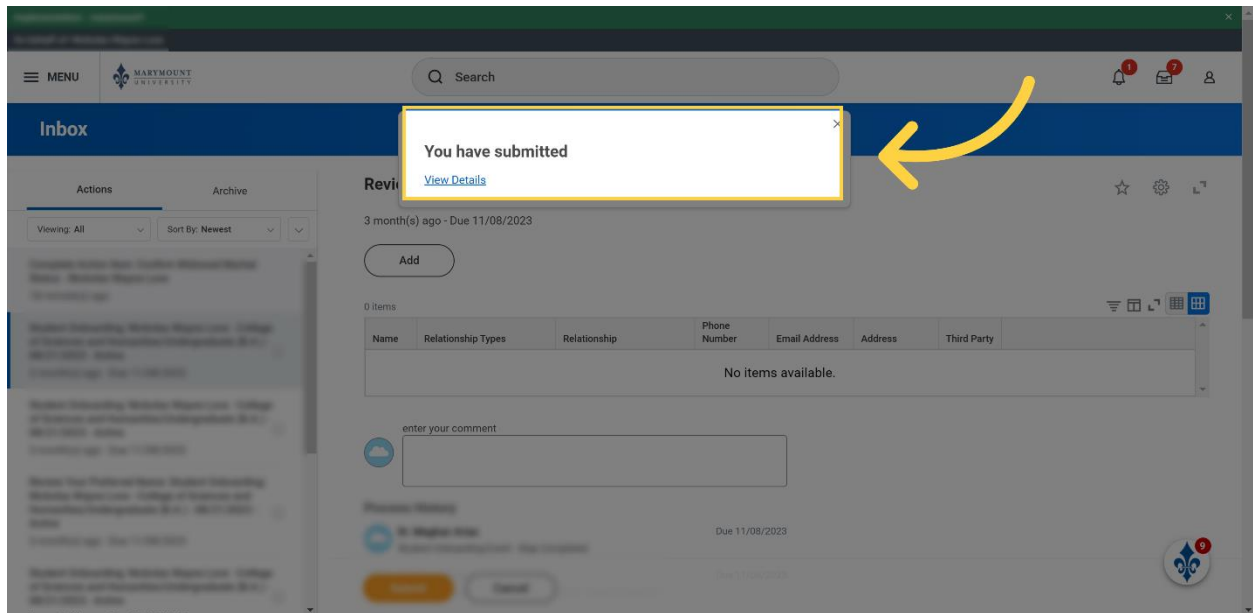
7. Click "Submit"

When all steps to complete your task are final, click on the orange "Submit" button to complete your task.



8. Submission confirmation

A confirmation box will appear on your screen. The Financial Aid office will now review your submitted action items. You can repeat these steps to complete all of the Action Items in your Workday Inbox, for Financial Aid.



This guide walked you through the process of reviewing and completing financial aid tasks in Workday. From accessing your inbox to finalizing the task, you now have a comprehensive understanding of completing these essential steps.

For additional training materials and videos, please go to:

[HTTPS://MY.MARYMOUNT.EDU/QUICK-LINKS/WORKDAY-AT-MARYMOUNT](https://my.marymount.edu/quick-links/workday-at-marymount)