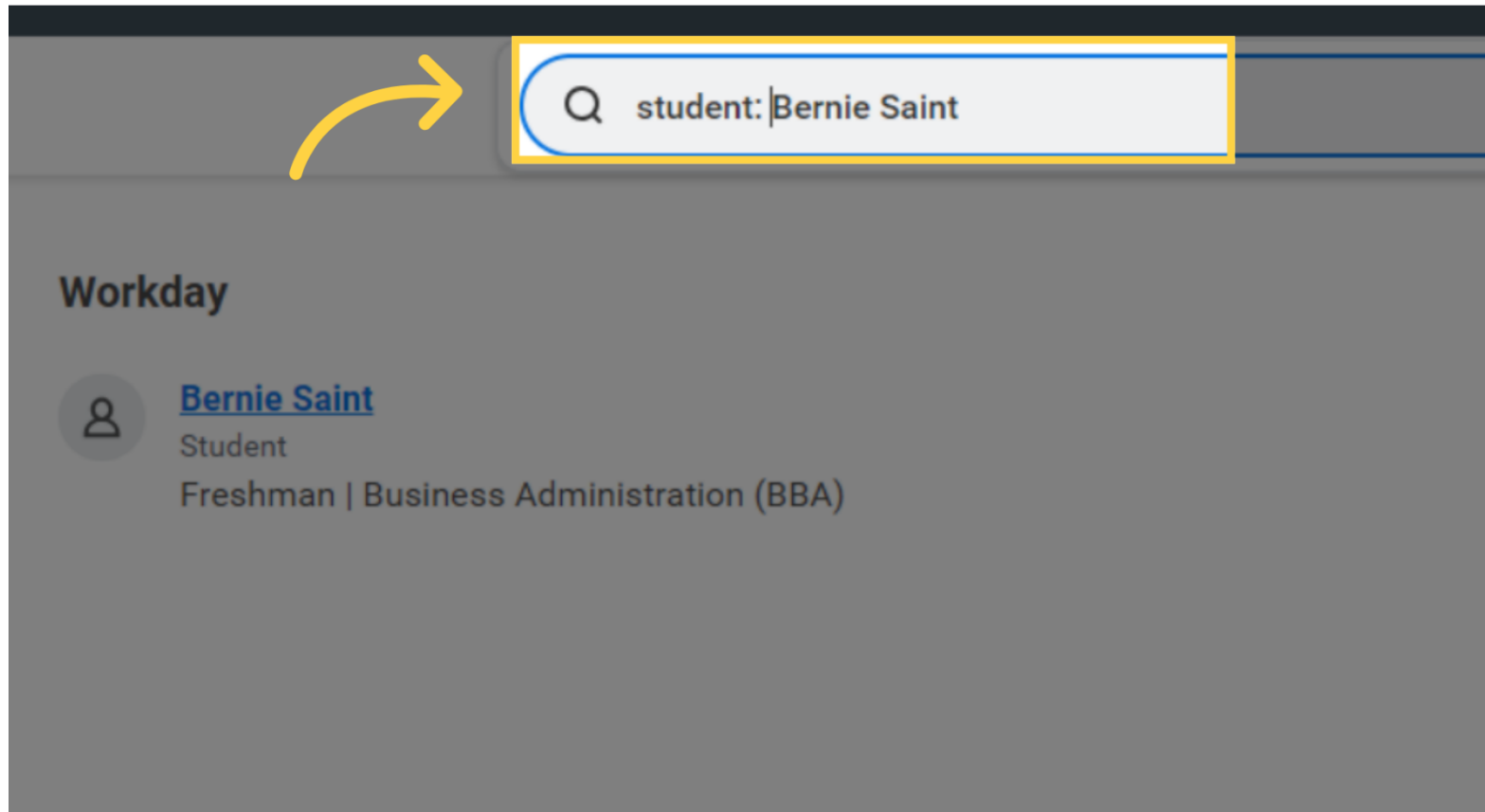


## HOW TO SEARCH FOR STUDENTS IN WORKDAY

This guide will walk you through the steps to search for students within Workday.

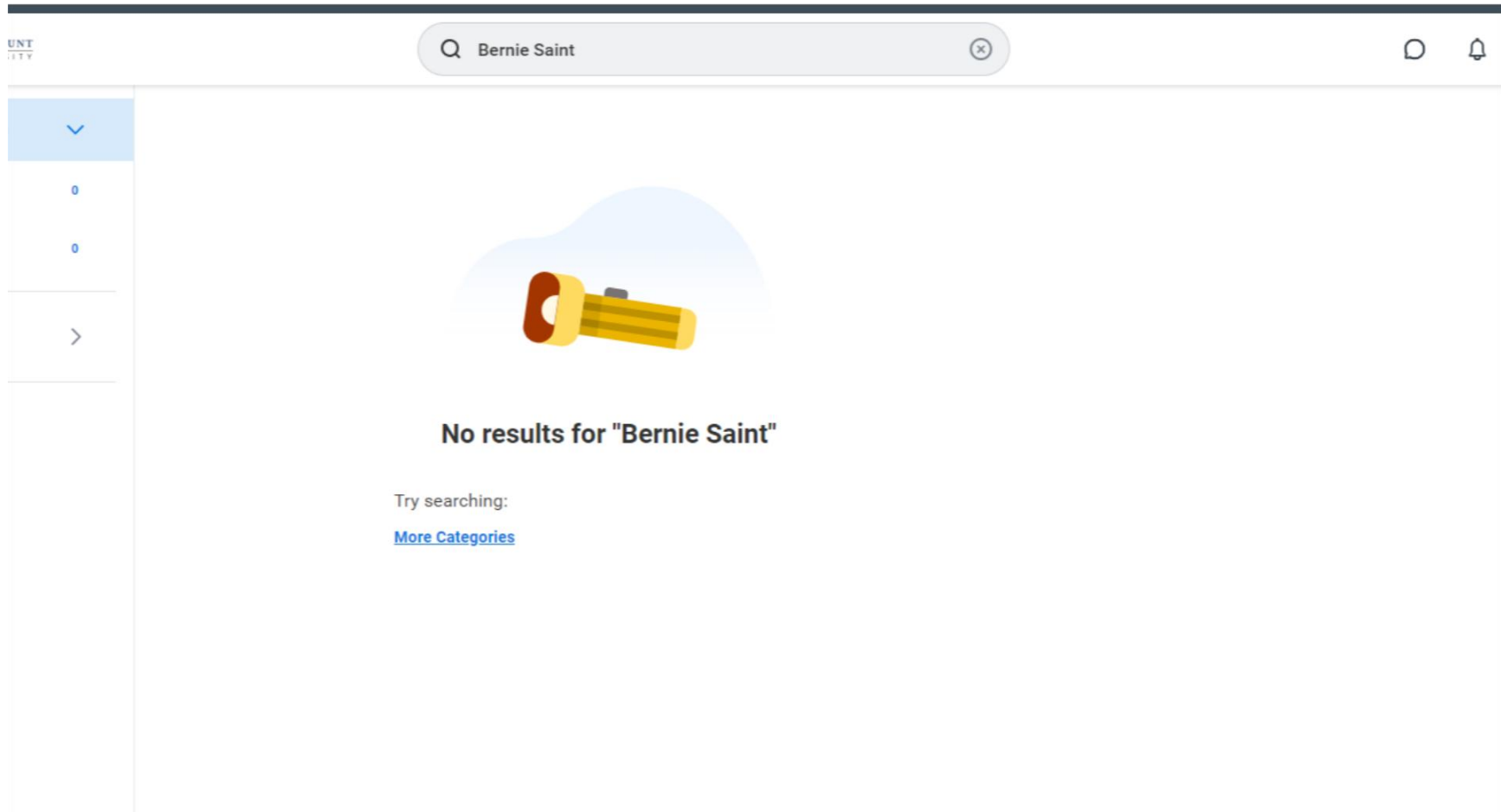
### 1. Search using prefix

There are two ways to search for students. First, you can type student : and the student's name into the search bar and hit enter. You can also use studentid: and the I D number.



## 2. Search without Prefix

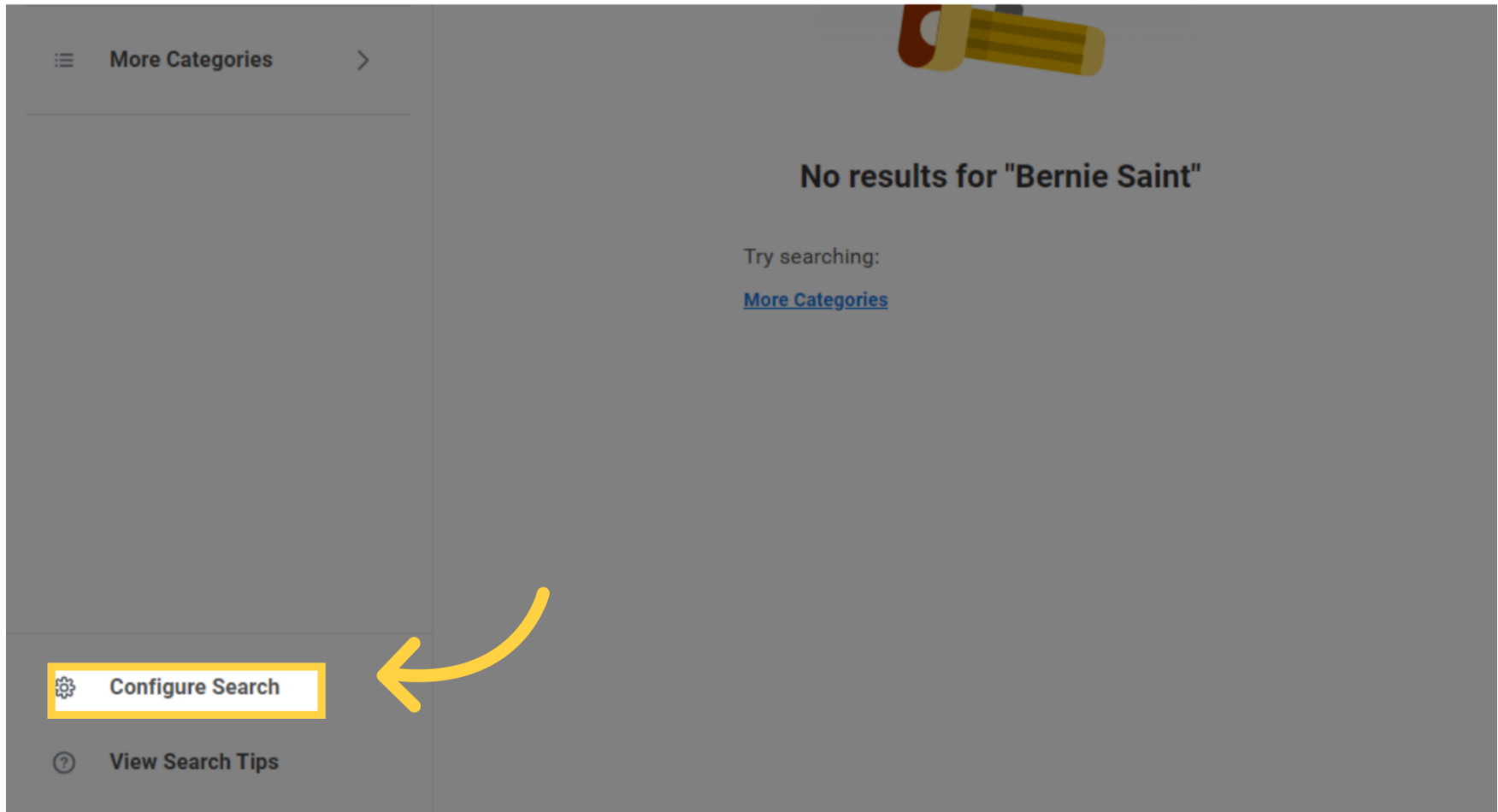
The second option is to configure your search to return students at the top. In this example, there are no results for the student searched for.



The screenshot shows a search interface with the UNT logo in the top left corner. A search bar at the top contains the text "Bernie Saint" and a clear button. To the right of the search bar are icons for a search history and a notification. On the left side, there is a vertical navigation menu with a blue header containing a downward arrow, two circular icons, and a rightward arrow. The main content area displays a large illustration of a yellow and red key against a light blue cloud background. Below the illustration, the text "No results for 'Bernie Saint'" is centered. Underneath this text, it says "Try searching:" followed by a blue link labeled "More Categories".

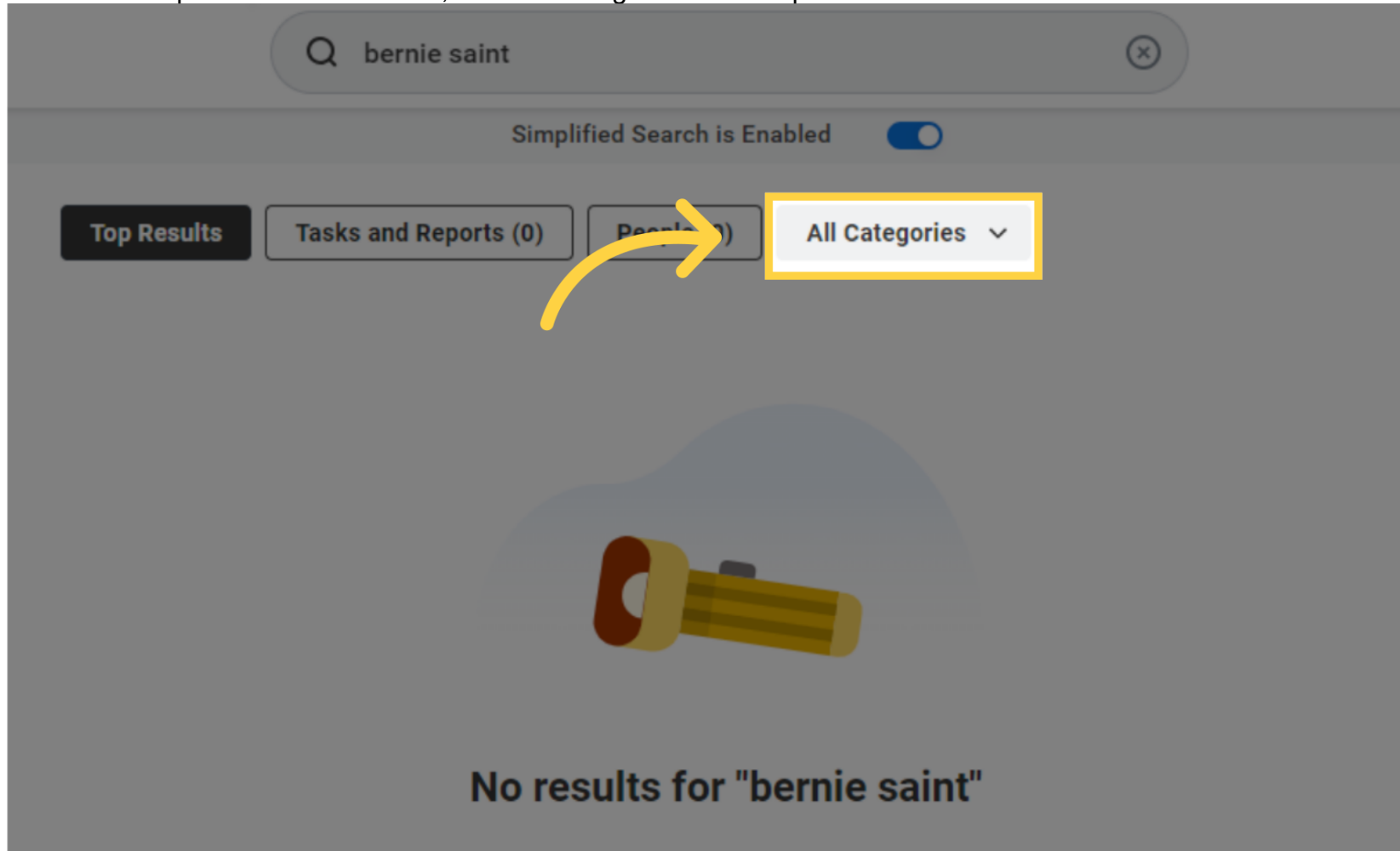
### 3. Click Configure Search

After executing any search, you will see a Configure Search option at the bottom left of the screen. Click on Configure Search.



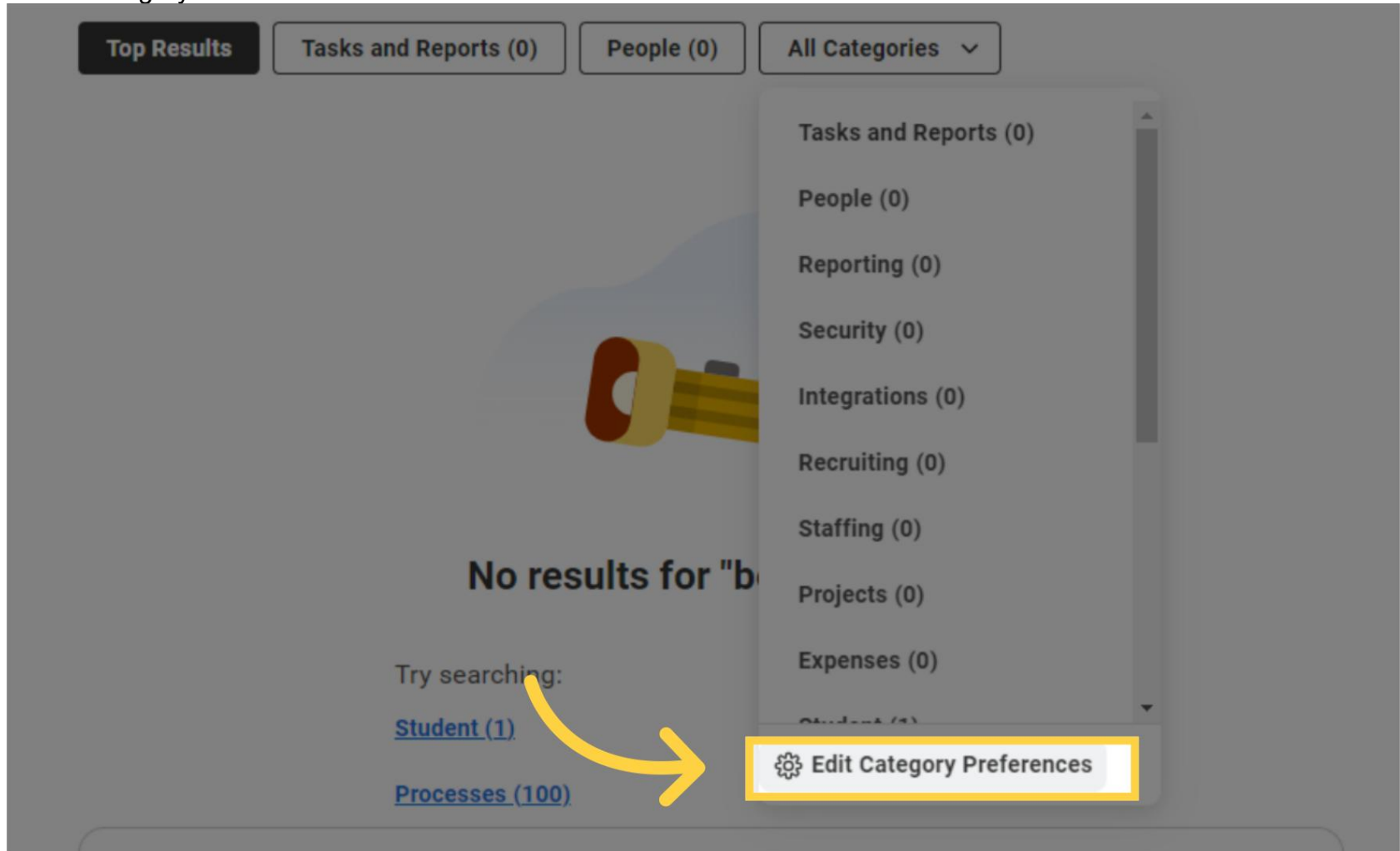
#### 4. Click "All Categories"

If you have the simplified search enabled, click All Categories at the top of the search results.



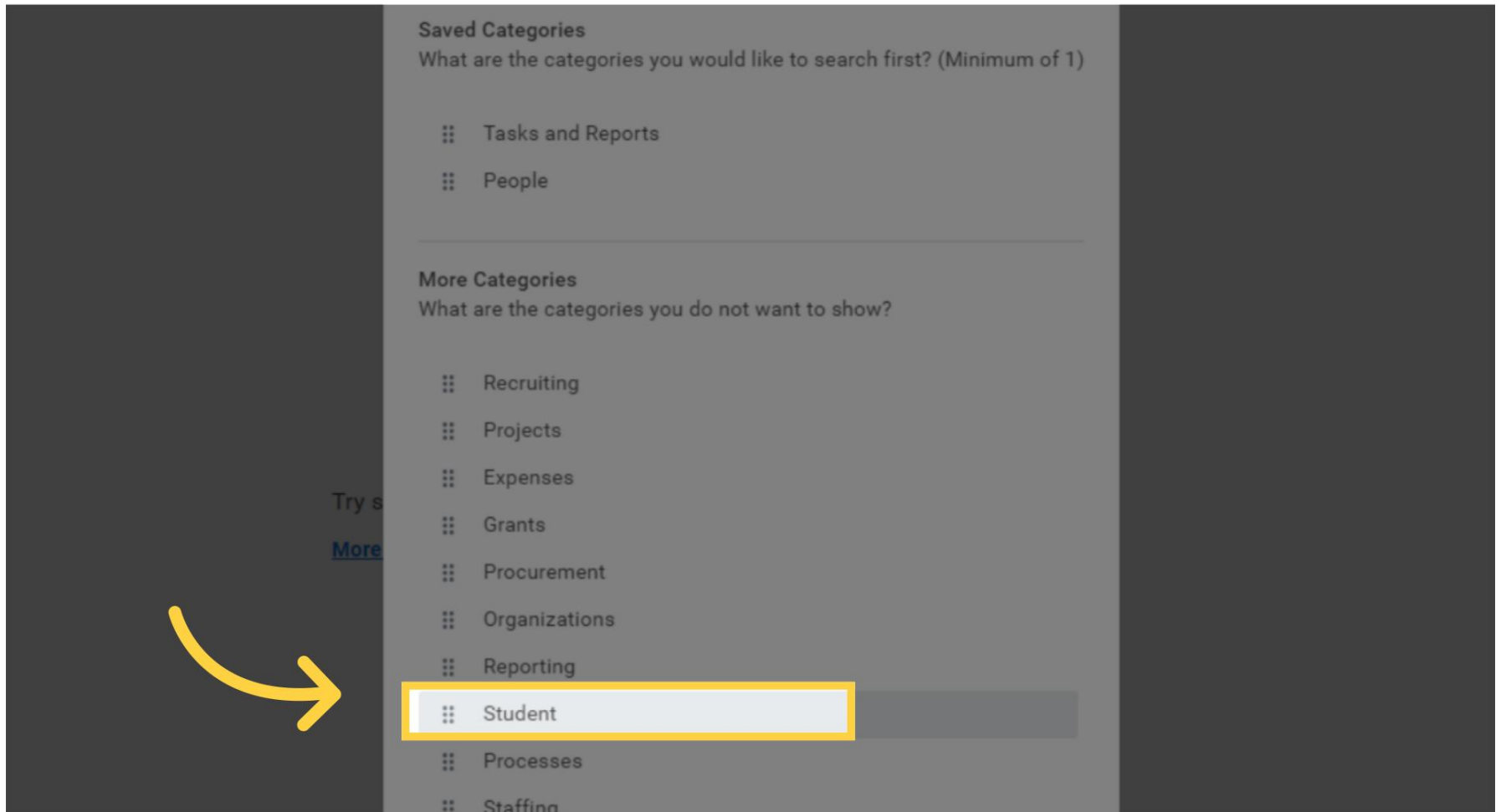
## 5. Click "Edit Category Preferences"

Select Edit Category Preferences.



## 6. Click "Student"

Drag the Student category from its default location to the top.



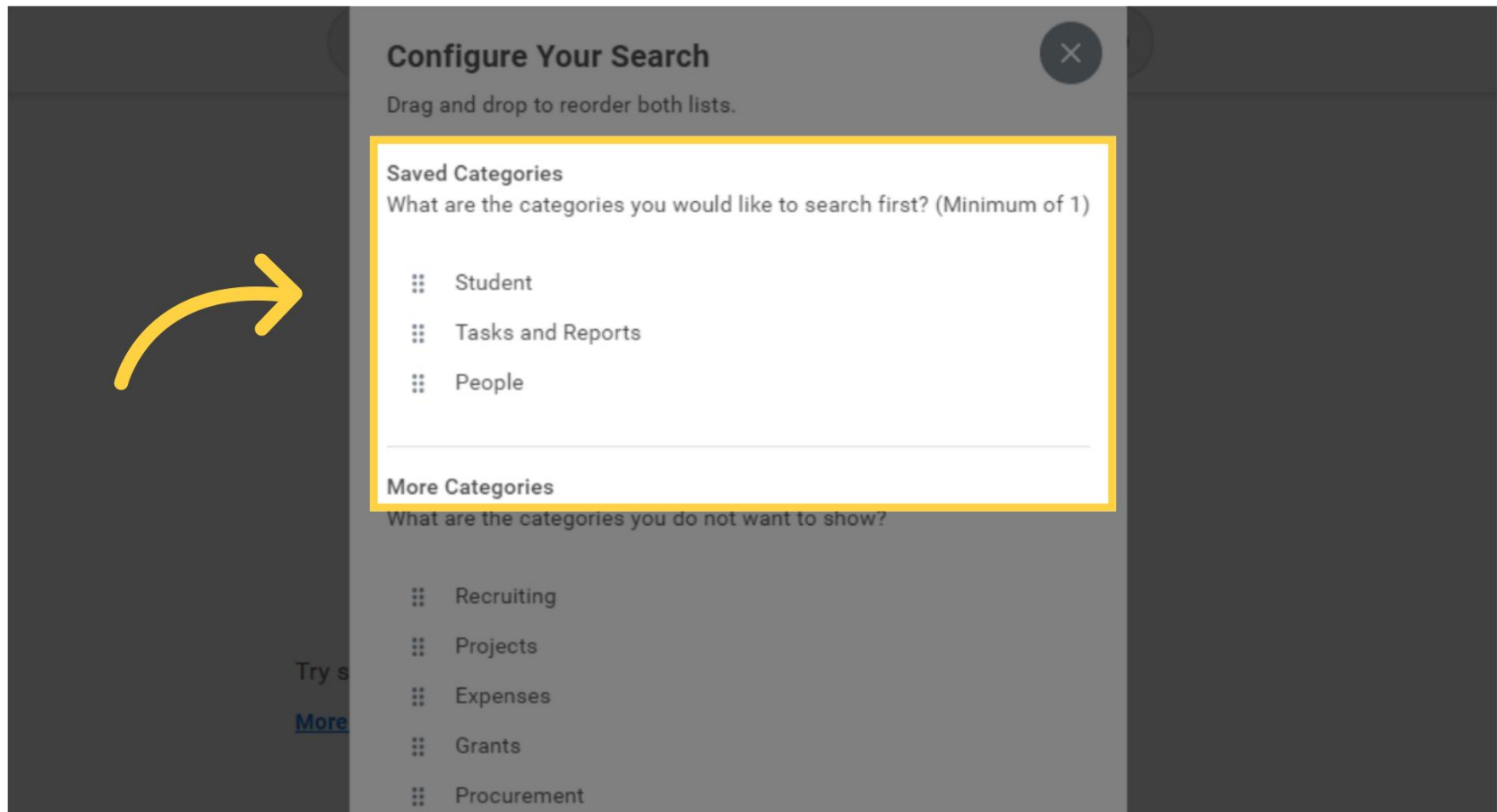
The screenshot shows a user interface for managing categories. It is divided into two main sections: "Saved Categories" and "More Categories".

- Saved Categories:** This section is titled "Saved Categories" and includes the instruction "What are the categories you would like to search first? (Minimum of 1)". It contains two items: "Tasks and Reports" and "People".
- More Categories:** This section is titled "More Categories" and includes the instruction "What are the categories you do not want to show?". It contains a list of categories: "Recruiting", "Projects", "Expenses", "Grants", "Procurement", "Organizations", "Reporting", "Student", "Processes", and "Staffing".

The "Student" category is highlighted with a yellow rectangular box. A yellow curved arrow points from the left side of the interface towards the "Student" category, indicating the action to be performed.

## 7. Saved Categories

Student should be in the Saved Categories section above the line.



**Configure Your Search** ✕

Drag and drop to reorder both lists.

**Saved Categories**  
What are the categories you would like to search first? (Minimum of 1)

- ⋮ Student
- ⋮ Tasks and Reports
- ⋮ People

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**More Categories**  
What are the categories you do not want to show?

- ⋮ Recruiting
- ⋮ Projects
- ⋮ Expenses
- ⋮ Grants
- ⋮ Procurement

Try s  
[More](#)

## 8. Click "Save"

Click Save and students will show up first in your search results without using the prefixes.

