



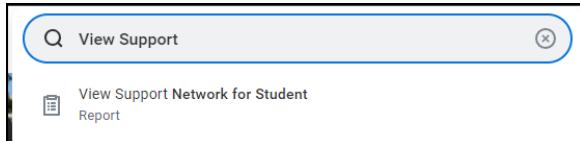
View Student Support Network

Overview

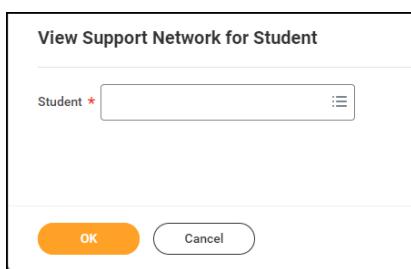
This quick reference guide will show you how to view a student's support network.

Process

1. After logging into Workday, type **View Support Network for Student** in the Search bar.



2. Enter the name of the student.



3. Here you can view the different roles in the support Network.

Roles may include the following:

- a. **Student Academic Advisor**
- b. **SCU Student Cohort Advisor**
- c. **SCU STU Student Cohort Membership Manager**

Role
Student Academic Advisor
SCU STU Student Cohort Advisor
Student Academic Advisor
SCU STU Student Cohort Membership Manager
SCU STU Student Cohort Membership Manager
SCU STU Student Cohort Membership Manager

4. You can also view the Student Cohorts the student is a part of.

Cohorts are a group of individuals who share a common trait. In Workday a cohort is a grouping of students for the same academic unit or program of study.

Student Cohorts - Click to sort/filter
UGRD English: [redacted]
Honors Students
UGRD Political Science: [redacted]
UGRD English: [redacted]
UGRD Political Science: [redacted]
Honors Students



View Student Support Network

5. You can also **View Student Support Network** on the student **Profile**. To do so, navigate the the **Profile**.

First, you will search for a student record. The most convenient way to do this is to configure your search in Workday. On the *Search Page*, click on **Configure Search** drag **Student** up to the top.

The screenshot shows the Workday search interface. On the left, there's a sidebar with a 'Configure Search' button highlighted with a yellow box. The main area shows 'Saved Categories' with 'People' and 'Tasks and Reports'. Below that is a 'More Categories' section. A yellow arrow points to the 'Student' category in this list, which is also highlighted with a yellow box. The 'Configure Search' button is located at the bottom left of the search interface.

NOTE: If the student has a preferred name that differs from the legal name, the preferred name will be prioritized in searches even if you search by the legal name.

6. You can also enter **Find Academic Records** into the **Search Bar** and press **Enter**. This report will allow you to locate the student and click directly to their profile.

The screenshot shows a search bar with the text 'find academic records' entered. Below the search bar, a report titled 'Find Academic Records Report' is visible, also highlighted with a yellow box.

7. Click on the **Actions** under the student's name. Then click on **Student Cohort** and **View Support Network for Student**.

The screenshot shows the 'Actions' menu for a student record. The 'Actions' button is highlighted with a yellow box. The menu lists various actions: 'Holds', 'Note', 'Personal Data', 'Residency', 'Student Cohort' (which is highlighted with a yellow box), 'Favorite', 'Integration IDs', 'Additional Data', and 'External Records'. A tooltip for 'Student Cohort' shows options: 'Add Academic Record to Cohort', 'Remove Academic Record from Cohort', 'View Student Cohort History', and 'View Support Network for Student' (which is also highlighted with a yellow box). The 'View Support Network for Student' option is part of a larger tooltip.