

STUDENT/STAFF/FACULTY

Related Actions



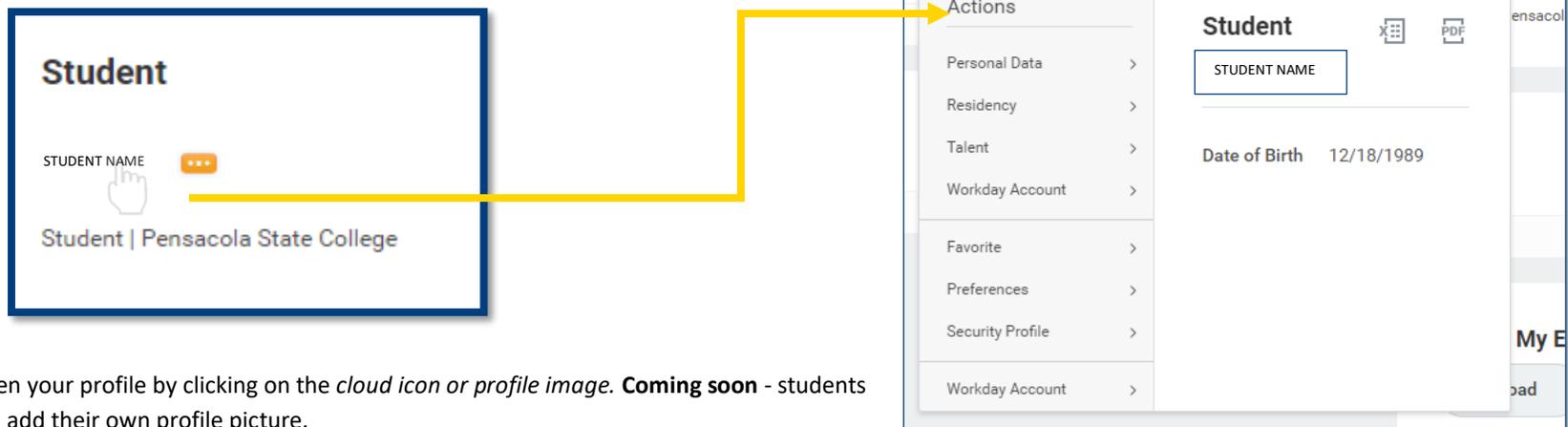
The *Related Actions* icon is a clickable icon that enables the user to perform additional actions for an object. Possible actions include viewing course information, changing your contact information, and editing preferences.

The icon appears next to an object as three dark gray dots (twinkie) inside a white rectangle before it's selected. Once selected the icon changes to three white dots inside an orange rectangle.

Hover over blue text in Workday to see if an object has related actions.

Note: Options beginning with the word "View" are view-only actions.

An example, for a student worker with two profiles (Student and Worker).



- Open your profile by clicking on the *cloud icon or profile image*. **Coming soon** - students can add their own profile picture.
- Hover over your two profiles, and the related actions button will appear.
- Click on the Orange *Related Actions* button.

Related Actions to this Profile are now visible.

Depending on the object, the amount and type (actionable actions or viewable actions) will vary with each given Workday task.