

## STAFF

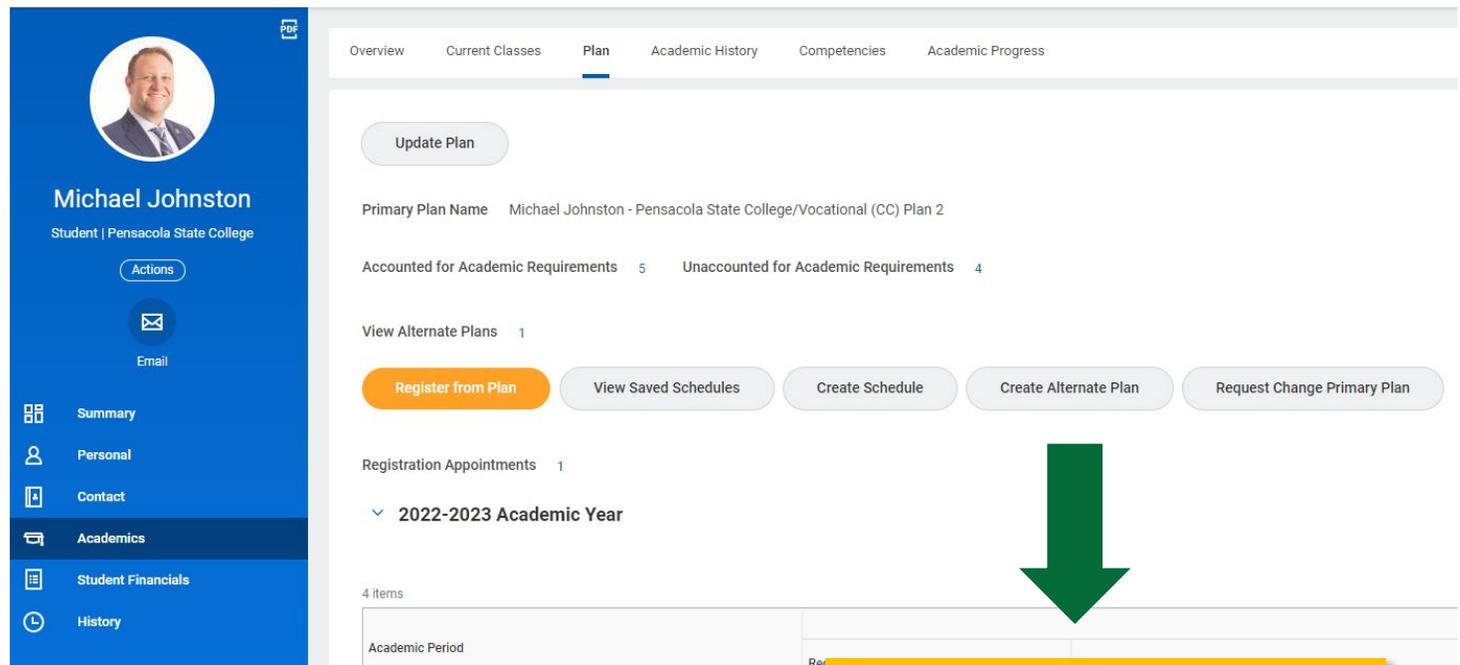
### Create an Alternate Academic Plan for Student

1. Search for a student in the search bar at the top of your Workday screen by student name or PSC ID number.
2. Choose a student profile in the search results.

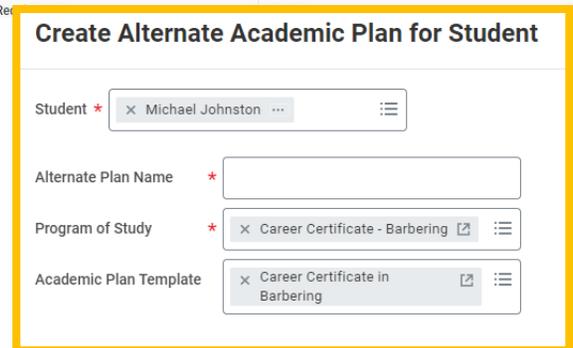
TIP: Type **Student:** followed by a name for quick search results.

**Notes:** If a student is an employee or student worker, they will have two profiles, employee and student. Choose *Student* under *Categories* to narrow your search.

3. Click on *Academics*.
4. Click on the *Plan* tab.
5. Click the *Create Alternate Plan* button.
6. Verify/fill in the appropriate information.
7. Click **OK**.
8. Make the appropriate changes (academic year, academic period, academic requirement(s), and courses).
9. Click **OK**, review alternate plan, click **Done**.



The screenshot shows the Workday interface for a student profile. On the left is a navigation menu for Michael Johnston, with 'Academics' selected. The main content area shows the 'Plan' tab with an 'Update Plan' button. Below that, it displays 'Primary Plan Name' as 'Michael Johnston - Pensacola State College/Vocational (CC) Plan 2' and 'Accounted for Academic Requirements' as 5, with 'Unaccounted for Academic Requirements' as 4. There is a 'View Alternate Plans' section with a '1' count and a row of buttons: 'Register from Plan', 'View Saved Schedules', 'Create Schedule', 'Create Alternate Plan', and 'Request Change Primary Plan'. A large green arrow points down to the 'Create Alternate Plan' button.



The form is titled 'Create Alternate Academic Plan for Student'. It contains the following fields:

- Student \***: A dropdown menu showing 'Michael Johnston'.
- Alternate Plan Name \***: An empty text input field.
- Program of Study \***: A dropdown menu showing 'Career Certificate - Barbering'.
- Academic Plan Template**: A dropdown menu showing 'Career Certificate in Barbering'.