

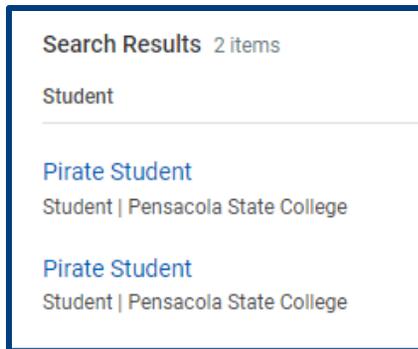
## STAFF/FACULTY

### Find a Student

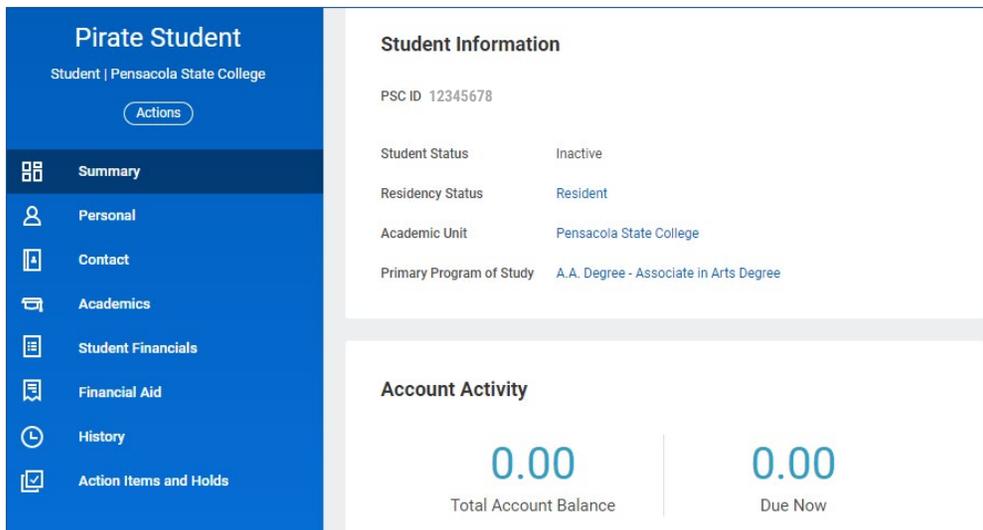
1. Starting from your Workday dashboard, type in the search bar found in the center of your page the student's name or Student PSC ID number. Hit Enter.



A list of names will appear in the Search Results. **Note:** When searching by a Student ID number, only one name should appear in the list.



2. Click on the student name to open the student Summary page.



**Pirate Student**  
Student | Pensacola State College

Actions

- Summary
- Personal
- Contact
- Academics
- Student Financials
- Financial Aid
- History
- Action Items and Holds

### Student Information

PSC ID 12345678

Student Status: Inactive  
Residency Status: Resident  
Academic Unit: Pensacola State College  
Primary Program of Study: A.A. Degree - Associate in Arts Degree

### Account Activity

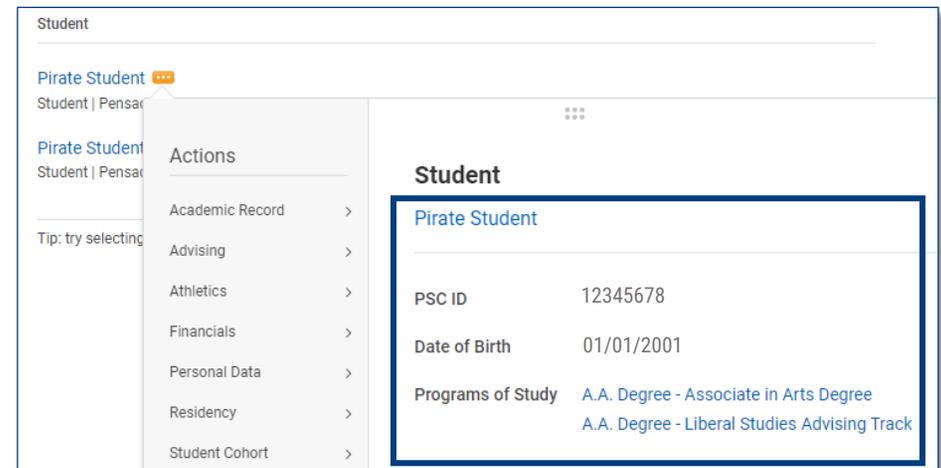
Total Account Balance	0.00
Due Now	0.00

If searching by name and the results have multiple students, hover over the name in blue text, and a white twinkie will appear next to the name with three gray dots.

Click on the twinkie, and it will turn orange with white dots.



Actions related to the student will appear with more information to determine the correct student. PSC ID, Date of Birth, and Programs of Study are excellent tools to confirm the correct student.



Student

Pirate Student

Student | Pensacola State College

Tip: try selecting

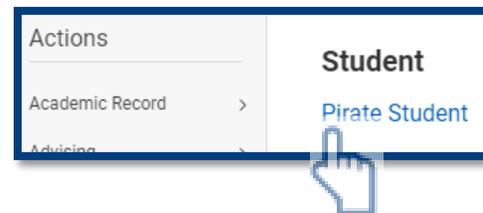
- Academic Record
- Advising
- Athletics
- Financials
- Personal Data
- Residency
- Student Cohort

### Student

Pirate Student

PSC ID 12345678  
Date of Birth 01/01/2001  
Programs of Study A.A. Degree - Associate in Arts Degree  
A.A. Degree - Liberal Studies Advising Track

3. Click on the blue name to open the student's Summary page.



**TIPS:** Access to student information is dependent on your role and security. Please consult with your Manager if you have any questions.