

STAFF

Student Schedule

1. Search for a student using the search bar at the top of your Workday screen using the student name or PSC ID number.
2. Open the Student Profile (not the *Employee* profile).
3. Click *Student* under categories to narrow your search results, if necessary.
4. From the Student's Profile, click *Academics*.
5. Click the *Plan* tab.
6. Click the *Create Schedule* button.
7. Choose the appropriate options from the *Design Schedule from Plan* as seen below.
8. Click **OK**.
9. Name the schedule. Add or remove courses.
10. Click **OK**.

TIP: Type **Student:** followed by a name for quick results or search directly by the PSC student ID.

Design Schedule from Plan

Student Michael Johnston - Pensacola State College/Vocational (CC) - 08/11/2022 - Active

Academic Plan * Michael Johnston - Pensacola State College/Vocational (CC) - 08/11/2022 - Active Test Plan

Start Date within * Fall 2022 Session A(08/11/2022-12/16/2022)

OK Cancel

