

STUDENT/STAFF/FACULTY

Alerts vs. Error Messages

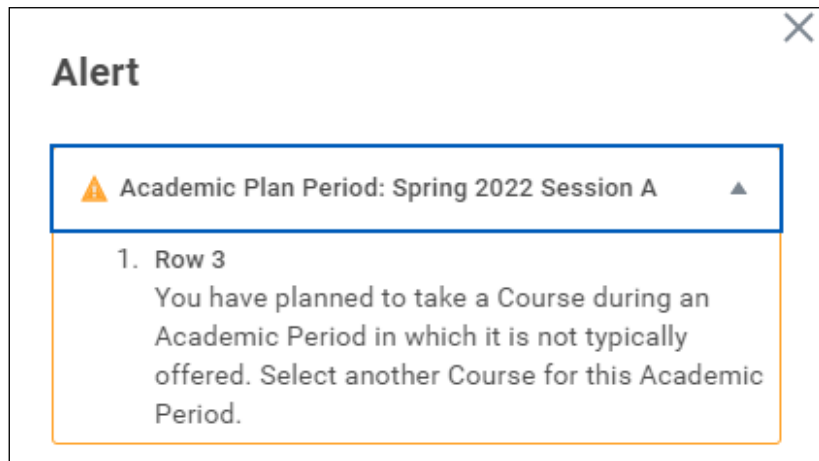
Alert Messages

An orange alert message appears on a screen in Workday when a potential issue exists. The alert allows users to continue with the task they are trying to perform without resolving the issue.



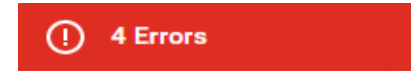
The alert message typically appears at the top of the screen and next to the field or object causing the alert message.

For example, Workday displays an orange alert message when a student tries to add a course to their academic plan for an academic period in which the course is not available. **While not recommended, the user can proceed without resolving the issue.**



Error Messages

A red error message appears on a screen in Workday if the user does not fill in all required fields or complete all required actions. Until the user resolves the error(s), they cannot proceed.



The error message typically appears at the top of the screen and next to the field or object causing the alert message.

For example, if a student tries to register for a course and doesn't meet the academic requirement(s), they cannot register for that course.

