

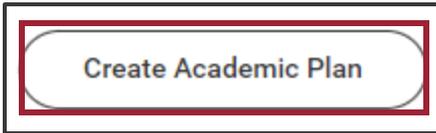
This quick reference guide (QRG) provides instructions on how to create or edit an academic plan in Workday.

To create or edit an academic plan, complete the following steps.

## CREATE ACADEMIC PLAN

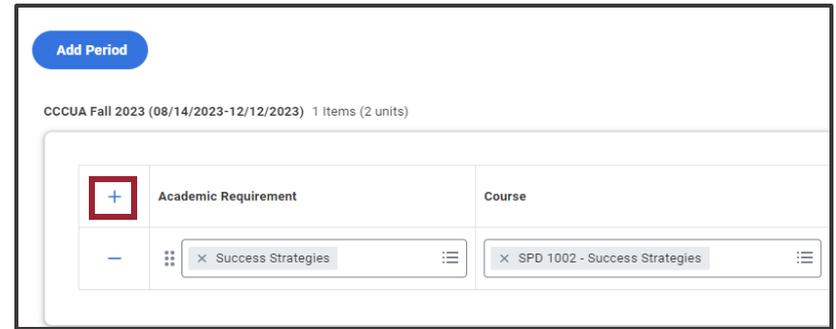
From the Workday Home page:

1. Search for the student by typing the student's name or identification number in the search bar.
2. Select the student to access their student profile.
3. Select **Academics** from the 'Student Profile Menu'.
4. Select the **Plan** tab.
5. Click the **Create Academic Plan** button.



6. Optionally – Select the **Academic Plan Template** from the dropdown list.
7. Click **OK**.
8. If necessary, click the **Add Period** button to add your desired academic period.

9. Under the appropriate academic period click the **Add Item** button.
10. Select the **Academic Requirement** from the dropdown list.
11. Select the **Course** from the dropdown list.



12. Repeat steps nine through eleven as needed to create the student's academic plan.
13. Click **OK**.

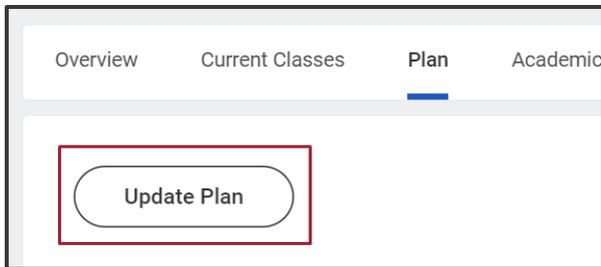


Note: You can add additional Academic Years by selecting the **Add Year** button that displays beside the other academic years tabs.

## EDIT ACADEMIC PLAN

From the Workday Home page:

1. Search for the student by typing the student's name or identification number in the search bar.
2. Select the student to access their student profile.
3. Select **Academics** from the 'Student Profile Menu'.
4. Select the **Plan** tab.
5. Click the **Update Plan** button.



6. Edit the academic plan as needed.
7. Click **OK**.