This quick reference guide (QRG) provides instructions on how to add a student or students to a student cohort in Workday.

To add a student or students to a student cohorts, complete the following steps.
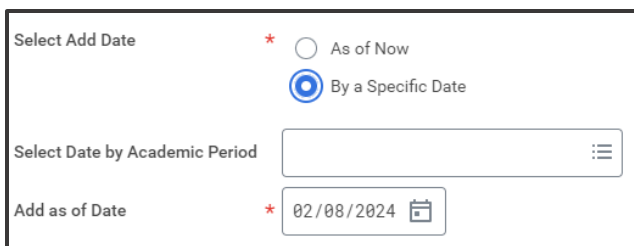
ADD A STUDENT

From the Workday Home page:

1. Type and select 'Add Student To Cohort' in the search bar.

The *Add Student To Cohort* screen displays.

2. Enter the student's name in the **Student** field.

3. Select the **Student Cohort** from the dropdown list.

4. Select either the **As of Now** radio button to immediately add the student to the cohort or the **By a Specific Date** radio button to add the student to the cohort by a specific academic period or date.
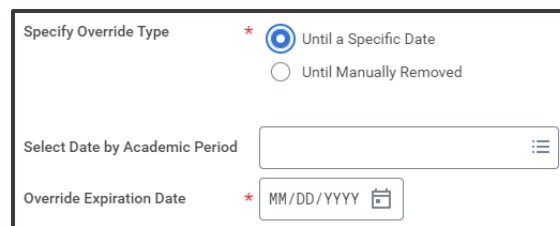

5. If required by the student cohort type, select either the **Until a Specific Date** radio button to remove the student from the cohort by a specific academic period or date or the **Until Manually Removed** radio button to leave the student in the cohort until they are manually removed.
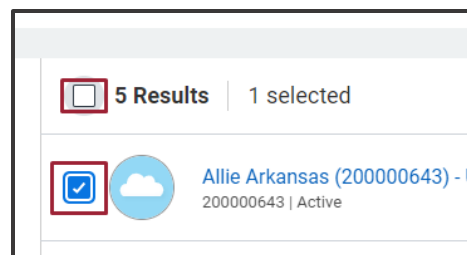

6. Click **OK**.

ADD STUDENTS IN MASS

From the Workday Home page:

1. Type and select 'Find Academic Records' in the search bar.

2. Use the filters on the lefthand side of the page or the search bar as needed to locate the desired students.

3. Check the **Results** checkbox to add all students in the results or select specific students by checking the box located beside the desired student's name.
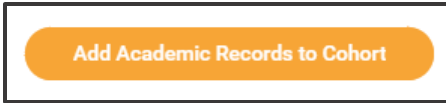
4. Click Add Academic Records to Cohort.

5. Select the Student Cohort from the dropdown list.

6. Select either the **As of Now** radio button to immediately add the student to the cohort or the **By a Specific Date** radio button to add the student to the cohort by a specific academic period or date.

5. If required by the student cohort type, select either the **Until a Specific Date** radio button to remove the student from the cohort by a specific academic period or date or the **Until Manually Removed** radio button to leave the student in the cohort until they are manually removed.

8. Click **OK**.