

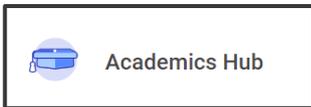
This quick reference guide (QRG) provides instructions on how to register for a course from a saved schedule in Workday. If you have not created a saved schedule, you will not be able to register for courses using this process. Additionally, this process can only be completed if your institution allows student self-service.

To register students from a saved schedule, complete the following steps.

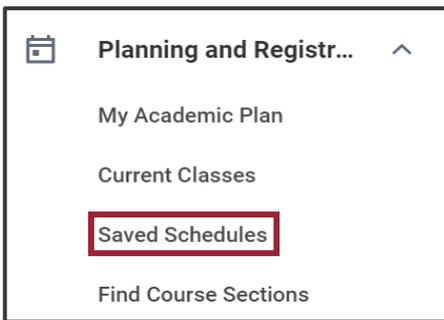
## REGISTER FROM SAVED SCHEDULE

From the Workday Home page:

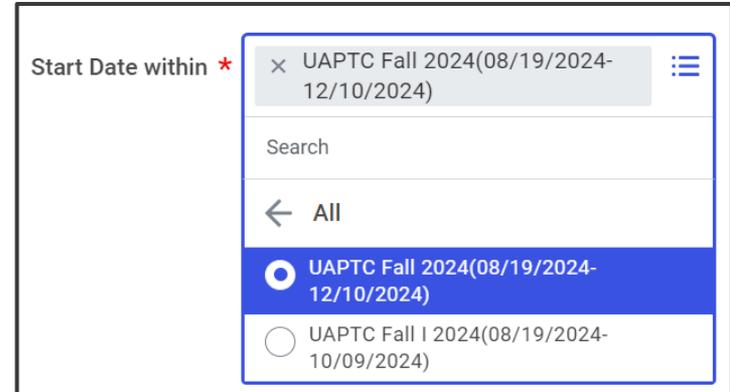
1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.



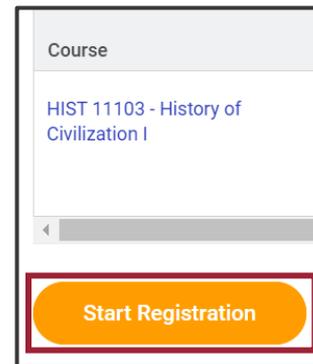
3. Click the **Planning and Registration** tab.
4. Click **Saved Schedules**.



5. Select the academic period your saved schedule is for from **Start Date within** dropdown list.



6. Click **OK**.
7. Click **Start Registration**.



8. Review your saved schedule and click **Register**.
9. Review your **Successfully Registered Courses**.