Workday Student
Cheat Sheet

Workday is CCA’s student information system. It’s where you should go to view information + access tools related to your:

- Personal, Contact, + Identification Information
- Financial Aid + Student Account Information
- Academic Records, Planning, + Registration

For additional tips like this, check out the Workday Student Help section on the CCA Portal.

**Tip #1: Use Your Dashboards!**

- **My Student Finances**
  - Change financial aid acceptance decisions + request additional loans
  - View your financial aid offerings
  - Make a payment on your account
  - Set up direct deposit for refund checks

- **Academics**
  - Follow the key steps for a typical registration cycle
  - Get the date + time of your registration appointment
  - Browse course section offerings for the coming term
  - View additional help
If you don't, skip to step 4!

If you have a work-study job, your Worker profile opens by default.

From your student profile, you can manage your name(s) + personal information, as well as your contact information of friends and family in case of an emergency.

Tip #2: Get to your Workday Student Profile

Click Your Name Beneath Student

Click Your Picture

* A cloud appears here if your student photo has not been loaded.

You've arrived!

Enter Your Profile

Click View Profile from the popup menu.