

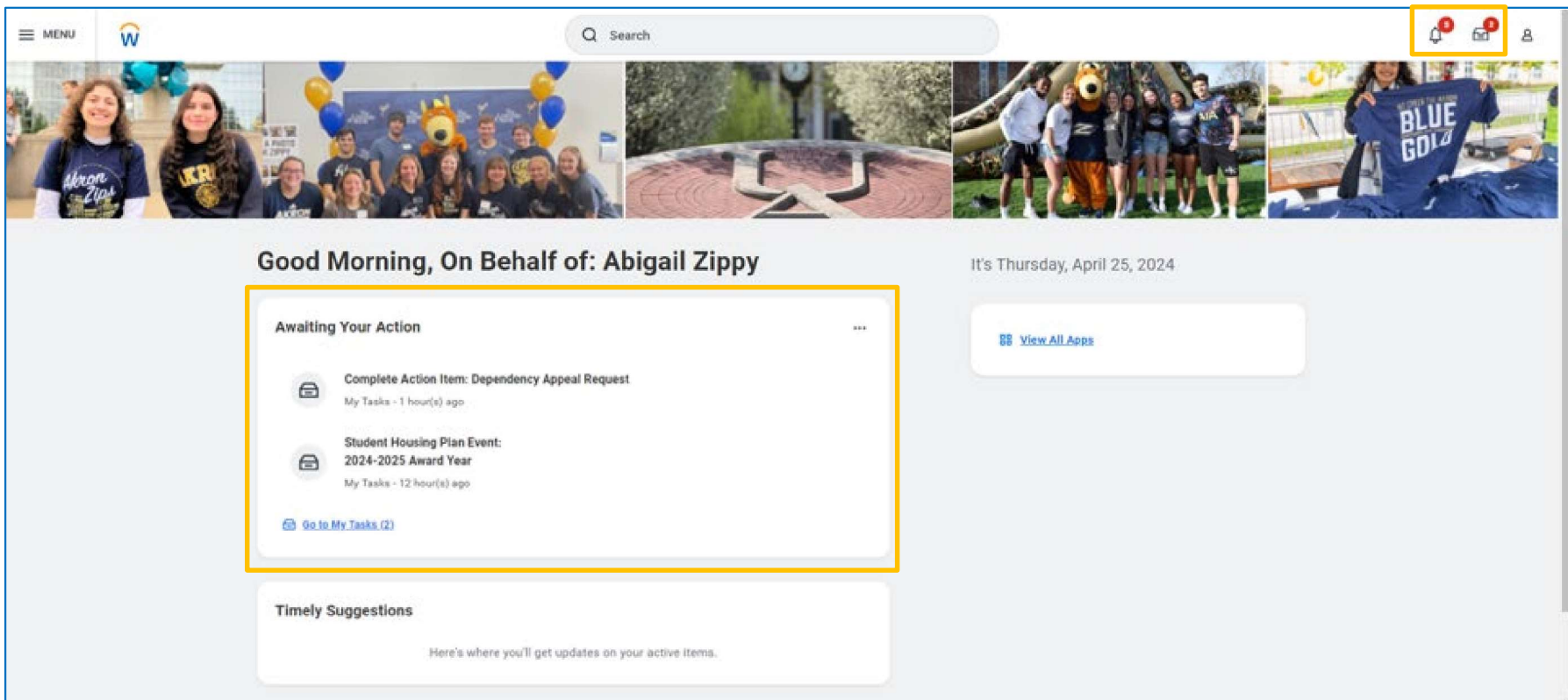
TASKS

WORKDAY HOMEPAGE

This is the Workday Homepage where you can see your tasks that need to be completed.

My Tasks contains messages which require an action from you. Access your My Tasks by clicking on the envelope icon located on the top toolbar or the Awaiting Your Action section.

You can also access your Notifications by clicking the bell icon located on the top toolbar. These are messages that are important to you and should be routinely checked.

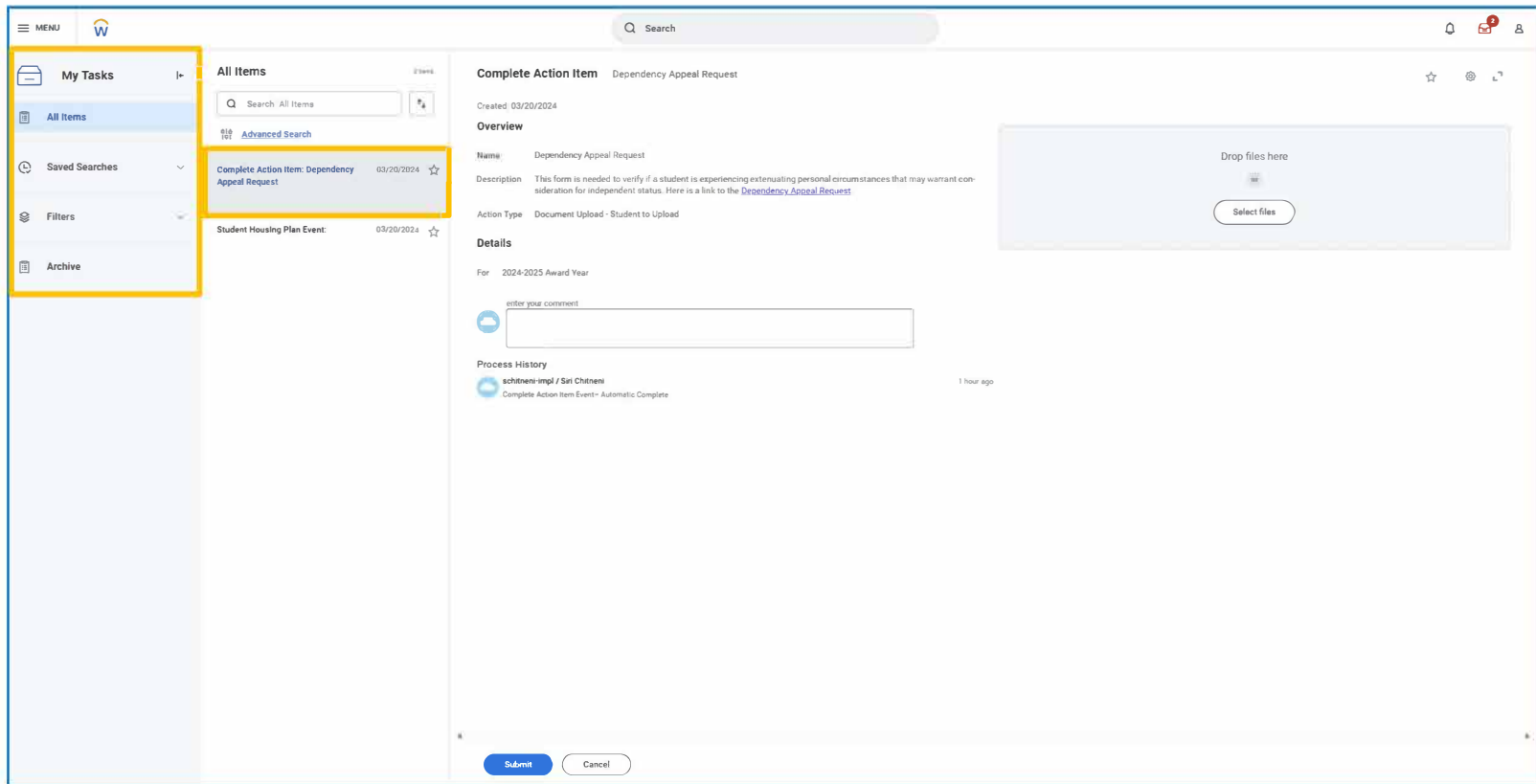


MY TASKS

1. Click the My Tasks icon located on your Workday toolbar to open your My Tasks.



2. This is your My Task inbox. View your My Tasks items that are still pending and need to be completed.
3. Click each task to view more information about what you are being asked to complete including the link to any form, if applicable.



- If you have to upload a document, click **Select Files**, then select the document you would like to upload.
- Click **Submit** to complete the task.

The screenshot displays a web application interface for a 'Dependency Appeal Request' task. On the left, a sidebar contains 'My Tasks' with sub-items: 'All Items', 'Saved Searches', 'Filters', and 'Archive'. The main area shows 'All Items' with a search bar and a list of items, including 'Complete Action Item: Dependency Appeal Request' (dated 03/20/2024) and 'Student Housing Plan Event' (dated 03/20/2024). The detailed view for the 'Complete Action Item' shows it was created on 03/20/2024, has a name 'Dependency Appeal Request', and a description: 'This form is needed to verify if a student is experiencing extenuating personal circumstances that may warrant consideration for independent status. Here is a link to the [Dependency Appeal Request](#)'. The action type is 'Document Upload - Student to Upload' and it is for the '2024-2025 Award Year'. There is a text input field for 'enter your comment'. A 'Drop files here' area is highlighted with a yellow box, containing a 'Select files' button. A 'Process History' window is open, showing a file explorer view of 'This PC' with 'Windows (C:)' and 'DVD RW Drive (D:)' visible. The 'Submit' button at the bottom is also highlighted with a yellow box.

- 7. Once you click Submit, the submitted My Tasks item will be moved to your Archive and you will receive a confirmation message stating the task has been submitted successfully. Then your next My Task item will automatically populate.

