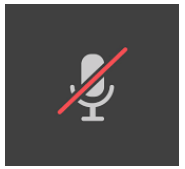
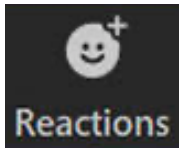
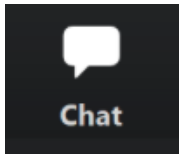
Incoming Student Workday Training



Please mute your microphone.



Raise hand for questions *or*



put questions in chat.

Camera on or off is up to you!

OneWorkday

Agenda

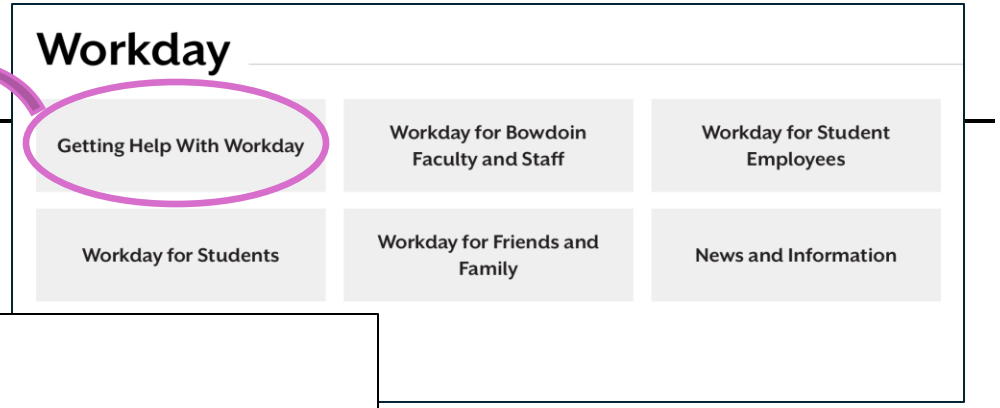
- Bowdoin presenter brief introductions
- Where to find help documents and how to ask for help
- Basic Workday navigation
- Workday for registration and the start of the semester
  - Onboarding
  - Saved Schedules
  - Registering
- Questions

OneWorkday

Introductions

Finding Help

www.bowdoin.edu/workday



Getting Help With Workday

Where and how to get assistance with Workday at Bowdoin.
[Page Under Development]

FAQs
Answers to frequently asked questions about Workday

Workday Training
View or request Workday training.

Request Something New in Workday
Have an idea about something new for Bowdoin's use of Workday? Learn how to submit it and see what's next.

Workday Job Aids in TeamDynamix
Handy How-To Guides for everyone who uses Workday at Bowdoin.

Request Help with Workday
Submitting a ticket when something's not right or you can't find your answer.

Workday Terminology
A very, very long list of terms to help you understand Workday a little bit better.

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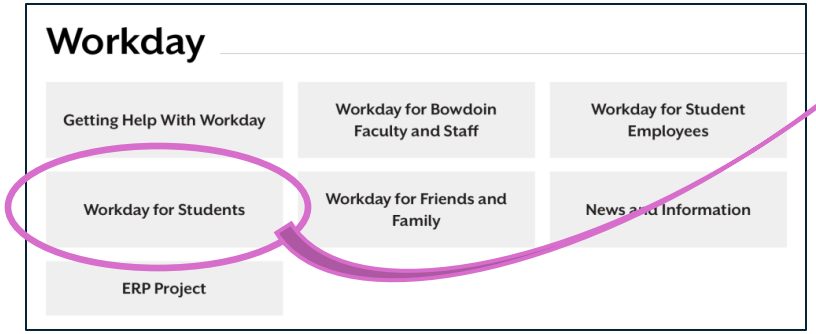
Finding Help

www.bowdoin.edu/workday



Workday for Students

Workday for Students, including your academic record, student financials, and registration.
[Pages Under Development]

Getting Started with Workday
Logging in for the first time and setting your Workday system preferences.

Onboarding
Reviewing your personal information, privacy choices, and billing information ahead of registration each semester.

Preparing for Advising and Registration
Reviewing the schedule, building saved schedules, and meeting with your advisor.

Requesting Overrides and Exceptions
Registering for classes you don't meet the prerequisites for, making any transfer and Study Away credits work for you, and getting exceptions to your major or minor requirements.

Your Academic Record
From placement tests to graduation, how to navigate everything about your academic record.

Granting Access to Family Members (Third Party)
Setting up your contacts and giving them access to view your bills and records.

Personal Information
Reviewing and updating your name, mailing addresses, pronouns, and more.

Viewing and Resolving Holds
Review the actions you need to take to be ready for registration and complete the steps you need to get them done.

Registering, Waitlisting, and Dropping
Adding classes to your schedule, waiting for a seat to open, switching courses, and making the decision to step out of a class.

Declaring and Changing Majors and Minors
Adding programs of study to your record and making changes to them.

Ordering Official Transcripts
Sending copies of your classes and grades to people or agencies outside of Bowdoin.

Viewing and Paying your Bill
Checking balances and making payments.

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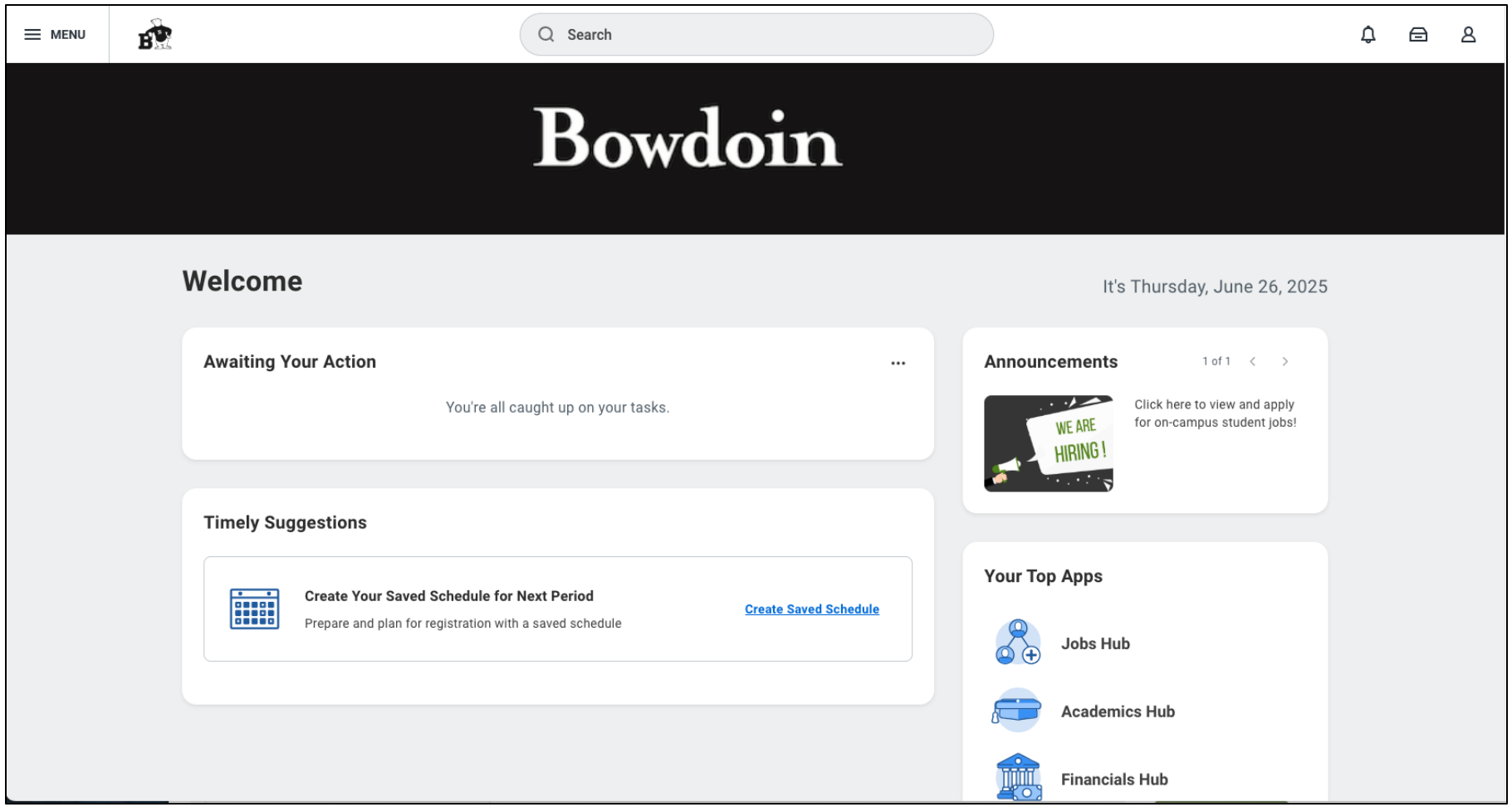
Basic Workday Navigation



- Can search or use apps
- Menu includes most apps
- Jobs, Pay, Bills, and Academics
- Inbox and Alerts
- Bear = Home
- Back button = ⚠
- Open in New Tab
- Workday will learn from you

OneWorkday

Workday for Registration

1. Workday Onboarding
    a) Friends and Family, Third Party User Permissions
2. Review test scores and/or prematriculation credit
3. Build Saved Schedules
4. Register
    a) First Come, First Served
    b) August 7, 2025 at 10am Eastern

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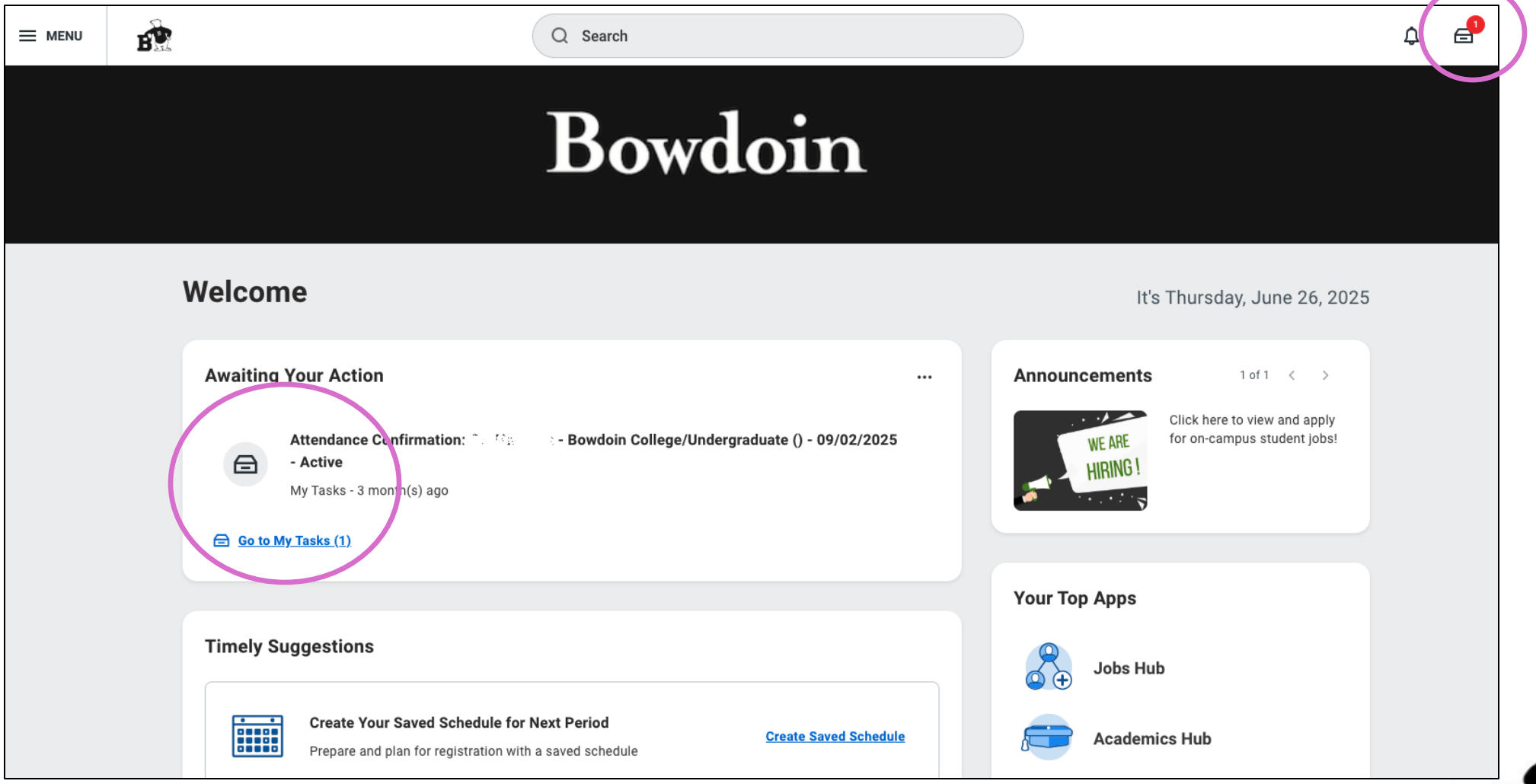
Workday for Registration - Onboarding



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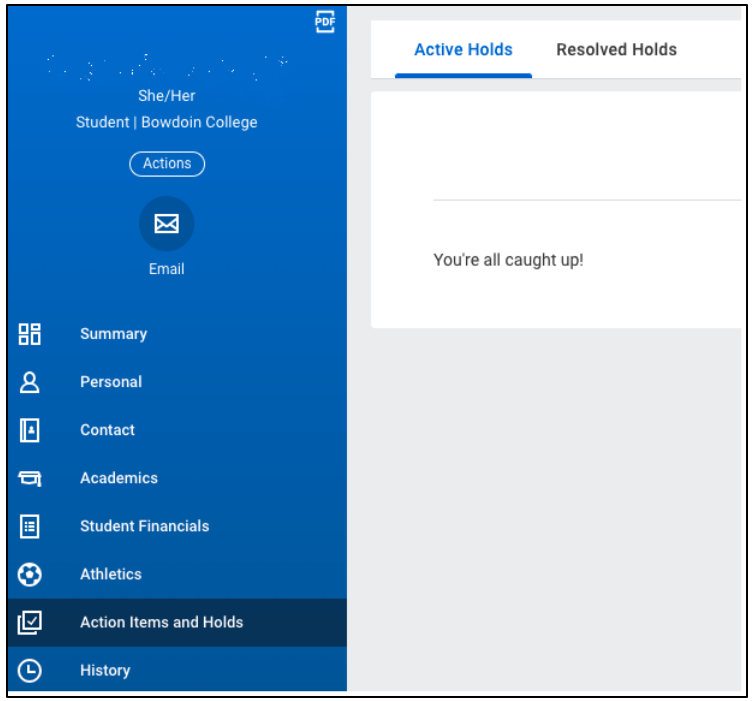
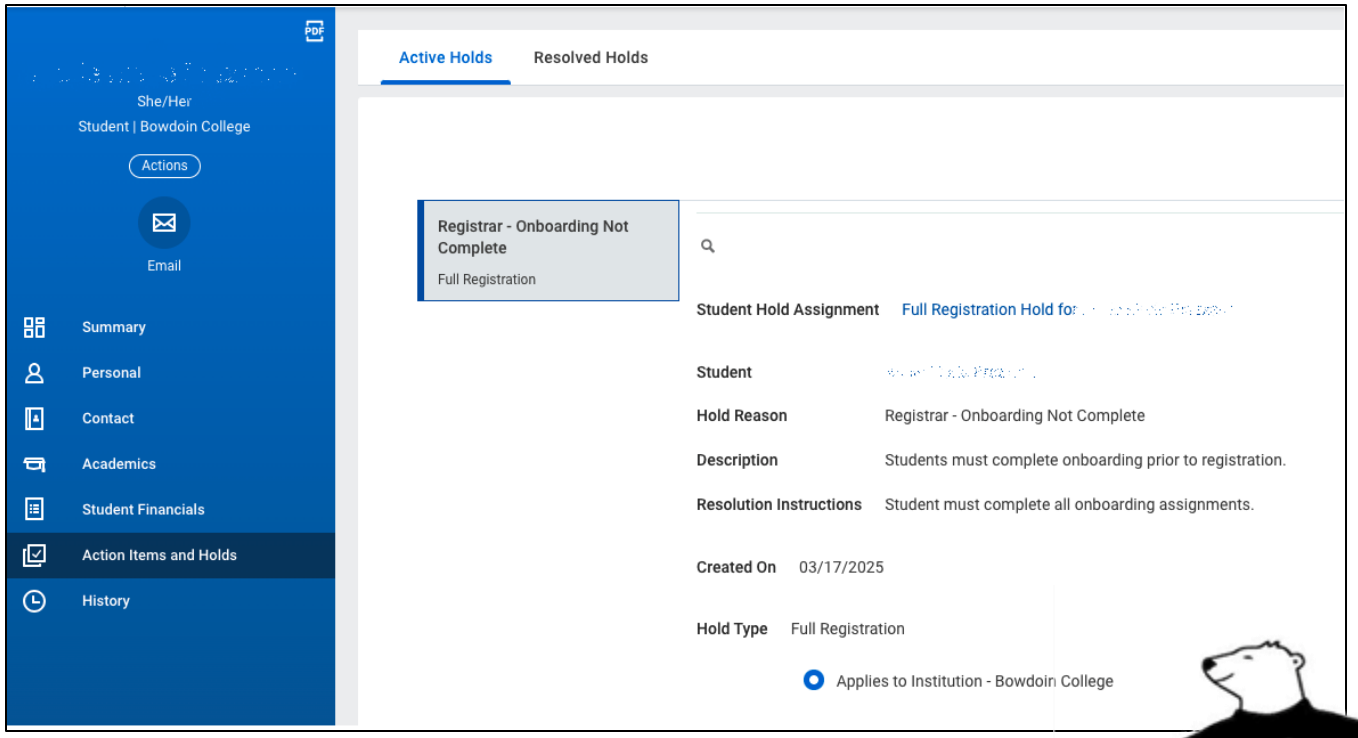
Workday for Registration - Onboarding

1. You will not be able to register until Onboarding is complete
   a) Check your holds to see if you are done! Visit the "Action Items and Holds" tab on your Profile.





2. Friends and Family
   a) Third Party User Permissions

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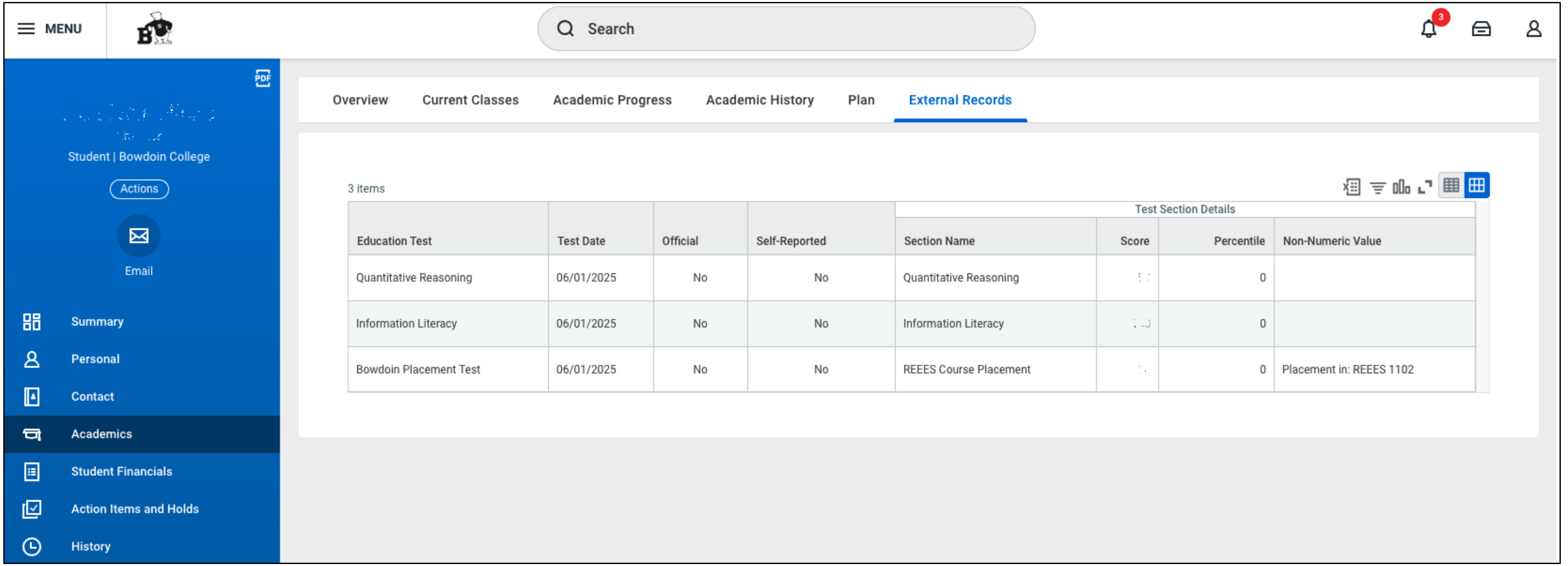
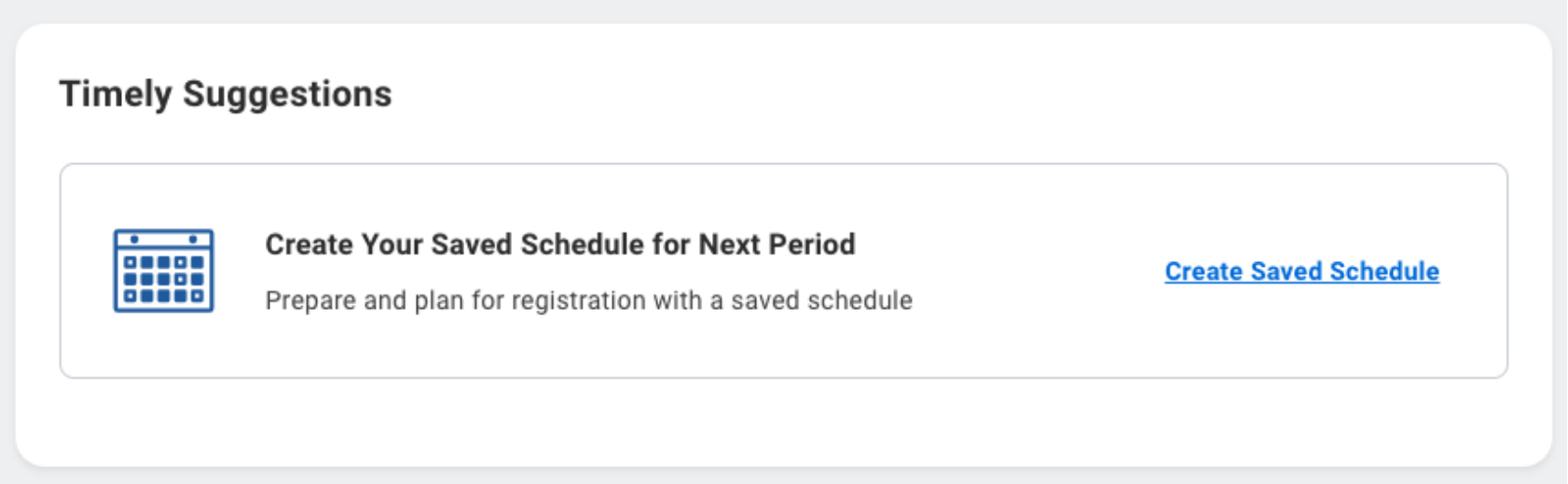
Workday for Registration - Scores



OneWorkday

Workday for Registration – Saved Schedules

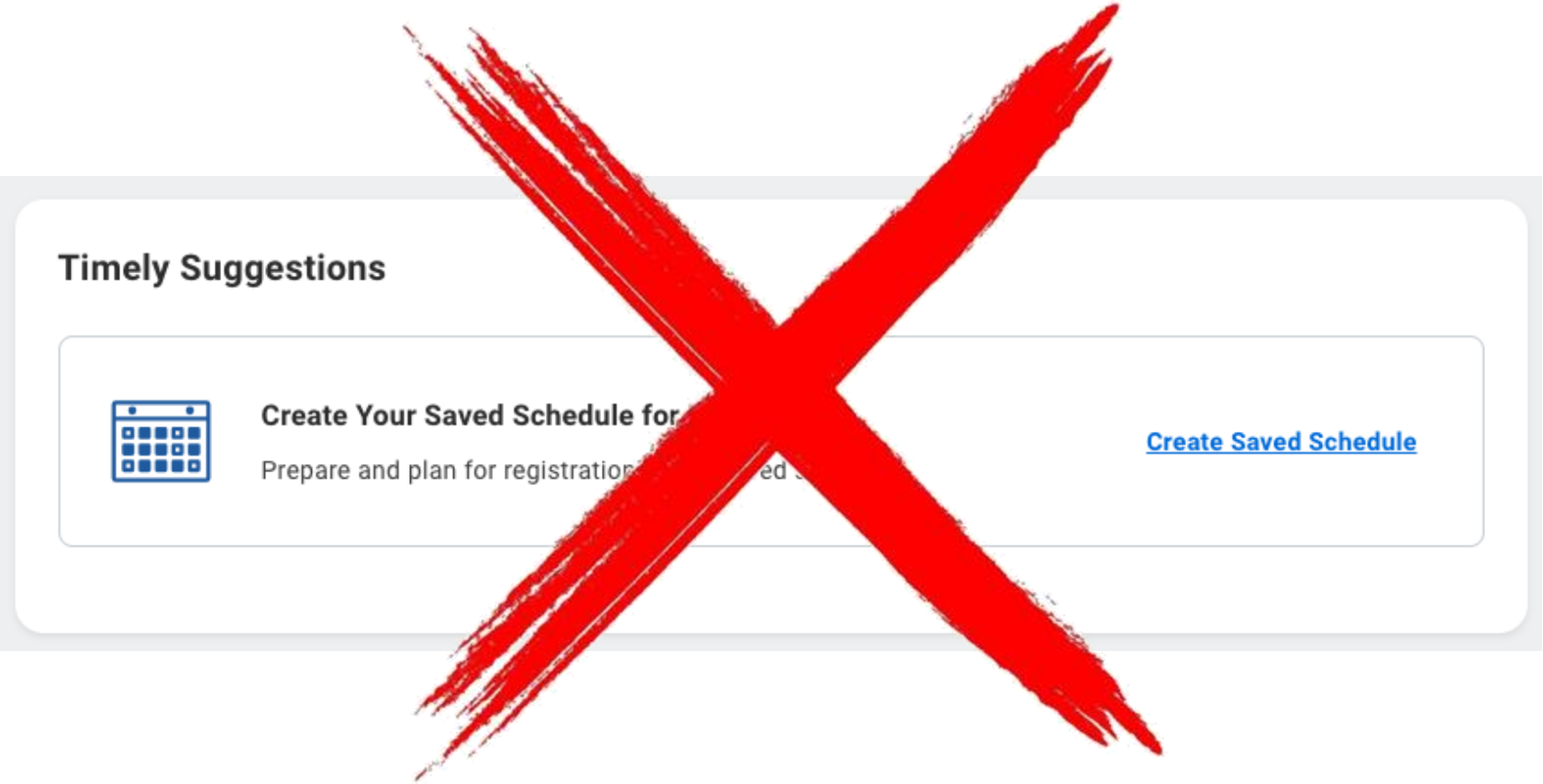
1. Choose Courses
2. Add to Saved Schedule
3. Build Multiple Saved Schedules for various scenarios



OneWorkday

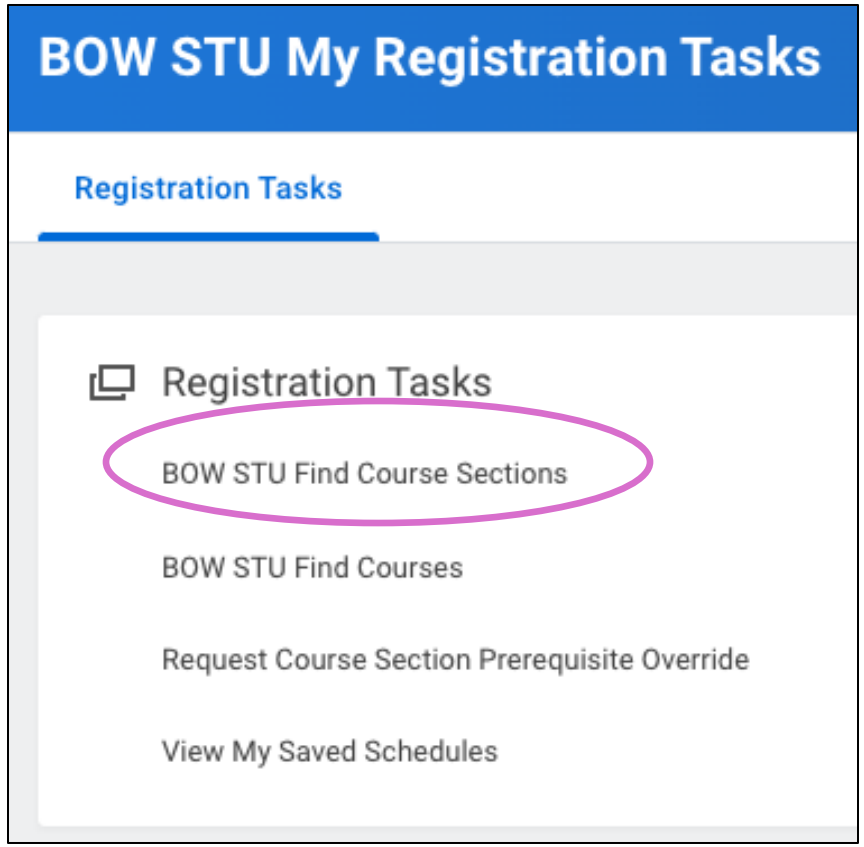
Workday for Registration – Saved Schedules

DON'T START HERE!



OneWorkday

Workday for Registration – Saved Schedules



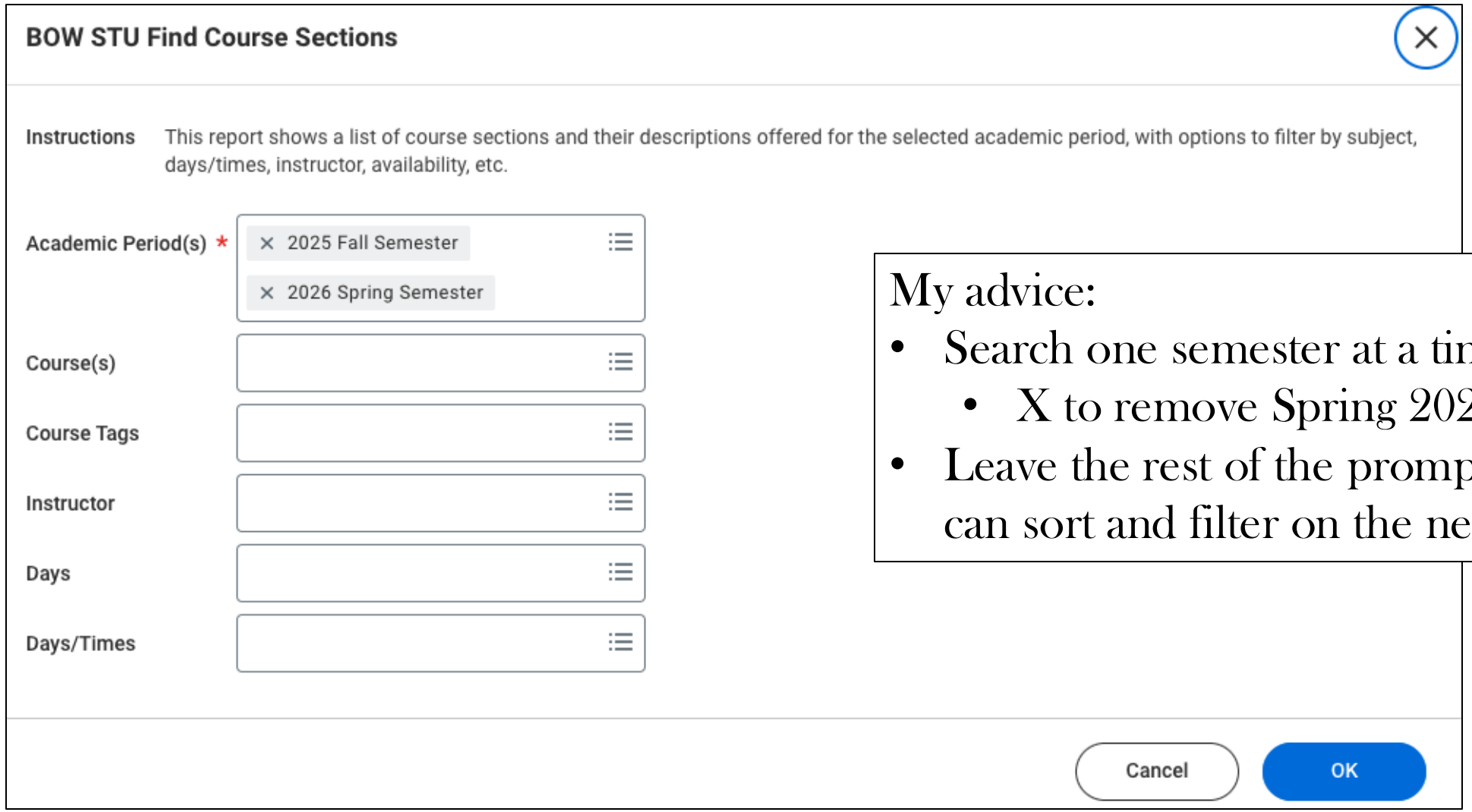
This is really the only place you can start adding courses to your saved schedule!

It has:

- Course descriptions
- Days and Times
- Faculty information
- Important registration information, like whether seats are reserved for first years or if you need to have taken other classes before you can register for this one

OneWorkday

Workday for Registration – Saved Schedules



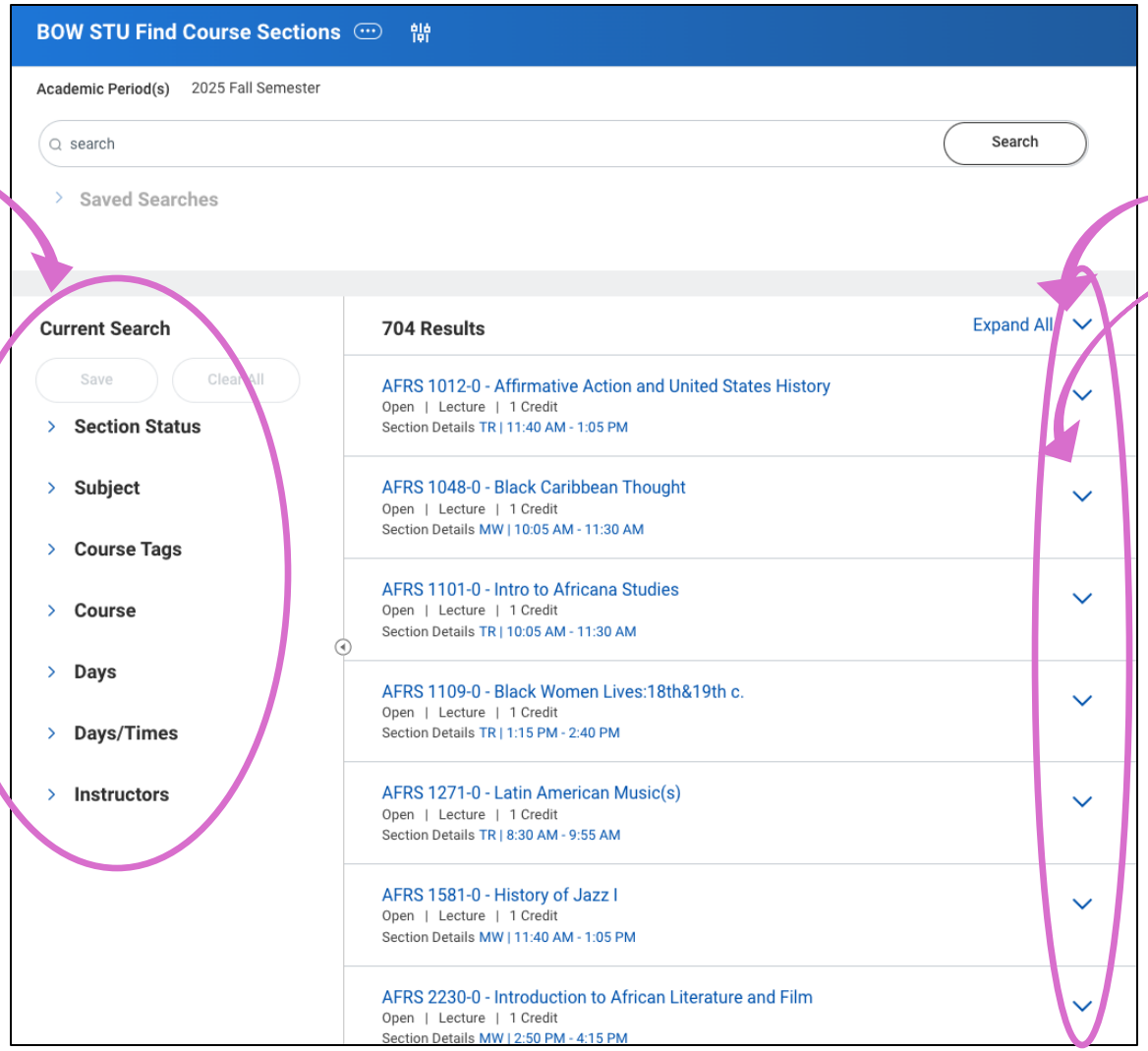
My advice:

- Search one semester at a time
  - X to remove Spring 2026
- Leave the rest of the prompts blank – you can sort and filter on the next page

OneWorkday

Workday for Registration – Saved Schedules

These menus can expand to allow you to search for different types of classes

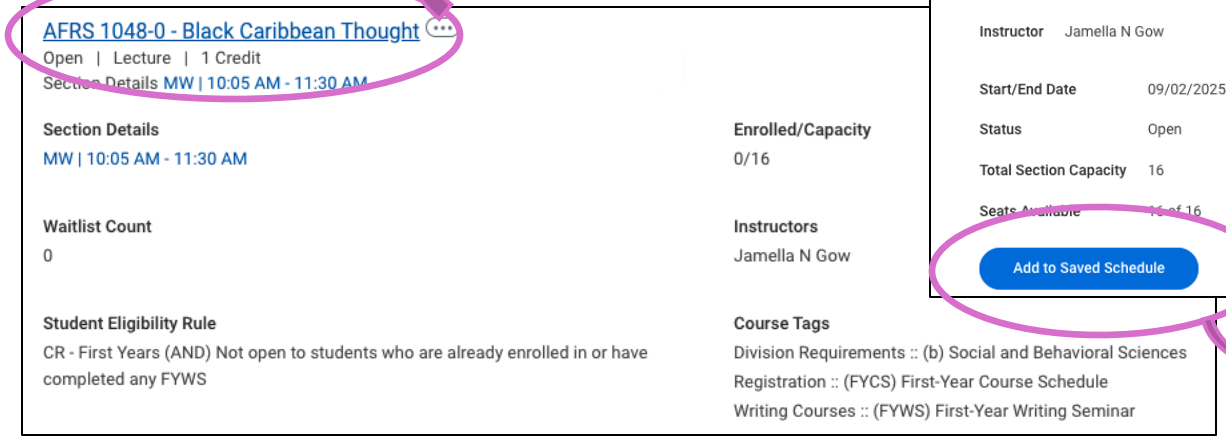


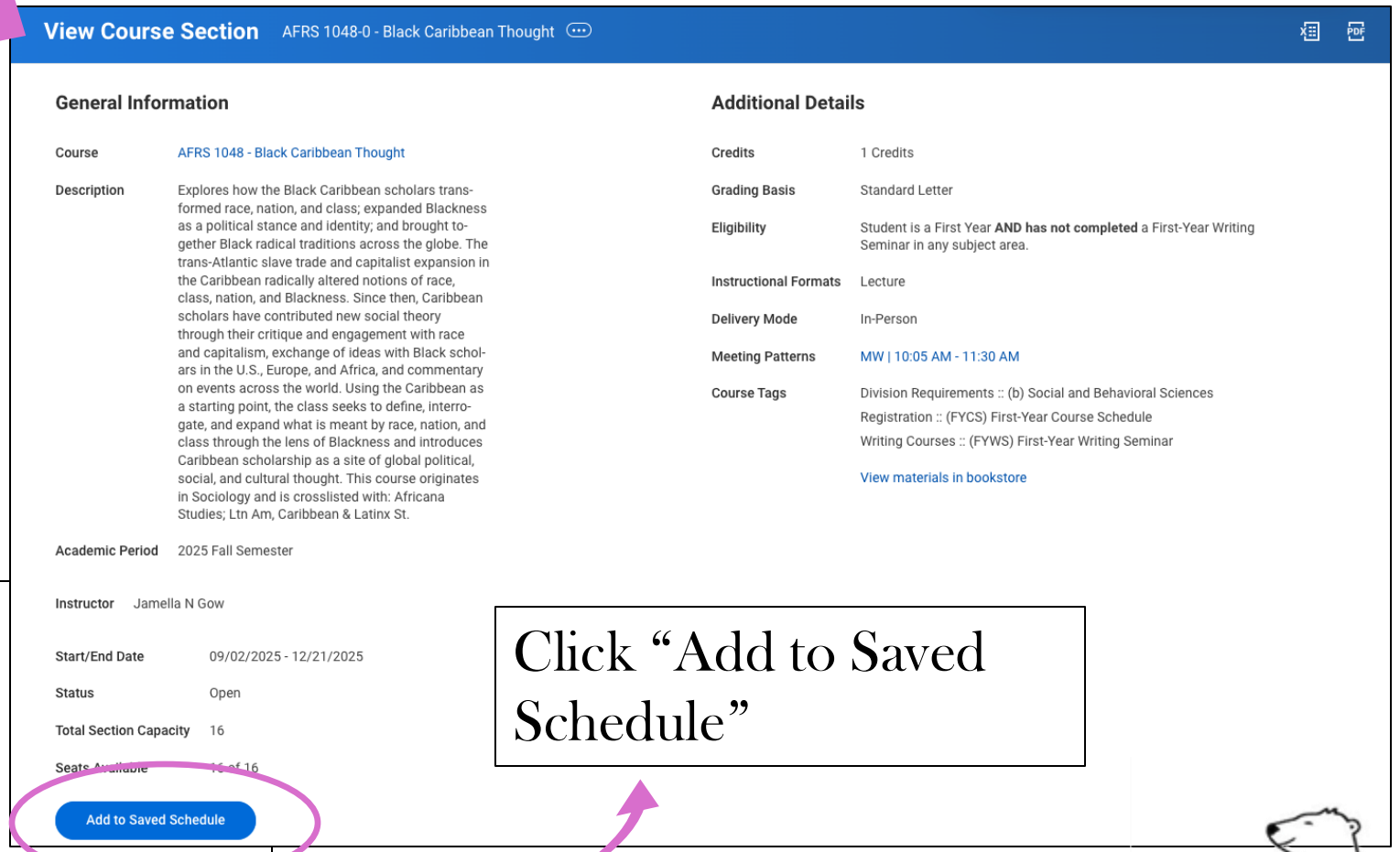
You can display descriptions and more by clicking individual arrows or by clicking “expand all” at the top of the page

OneWorkday

Workday for Registration – Saved Schedules

Using the title, open the course section in a new browser tab

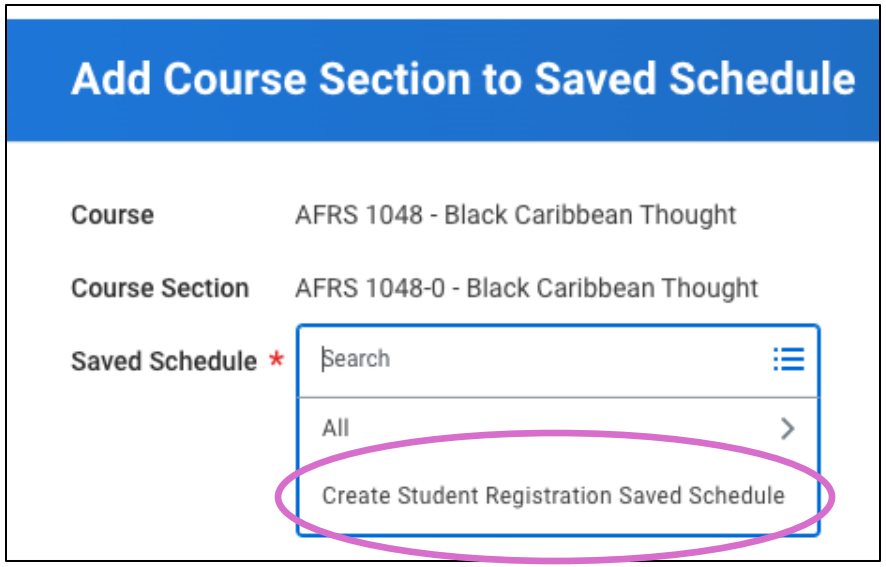




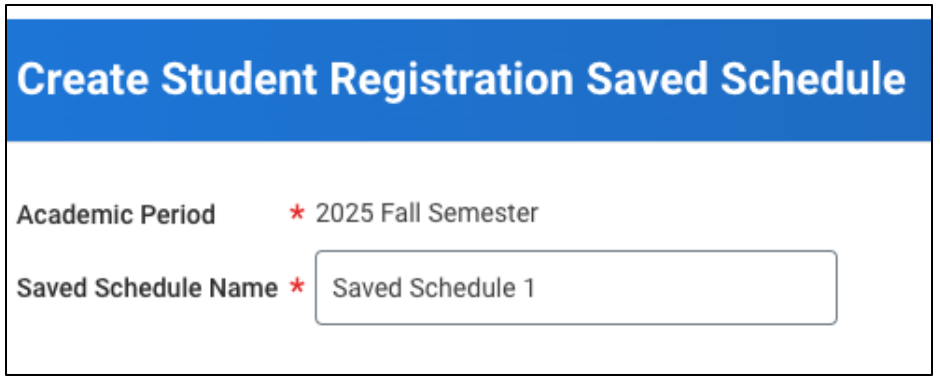
Click “Add to Saved Schedule”

OneWorkday

Workday for Registration – Saved Schedules



Select “Create Student Registration Saved Schedule” to build a new saved schedule, or select from “All” to add the course section to a saved schedule you’ve already started



Give your schedule a name, choose your meeting time, and add the section to your Saved Schedule

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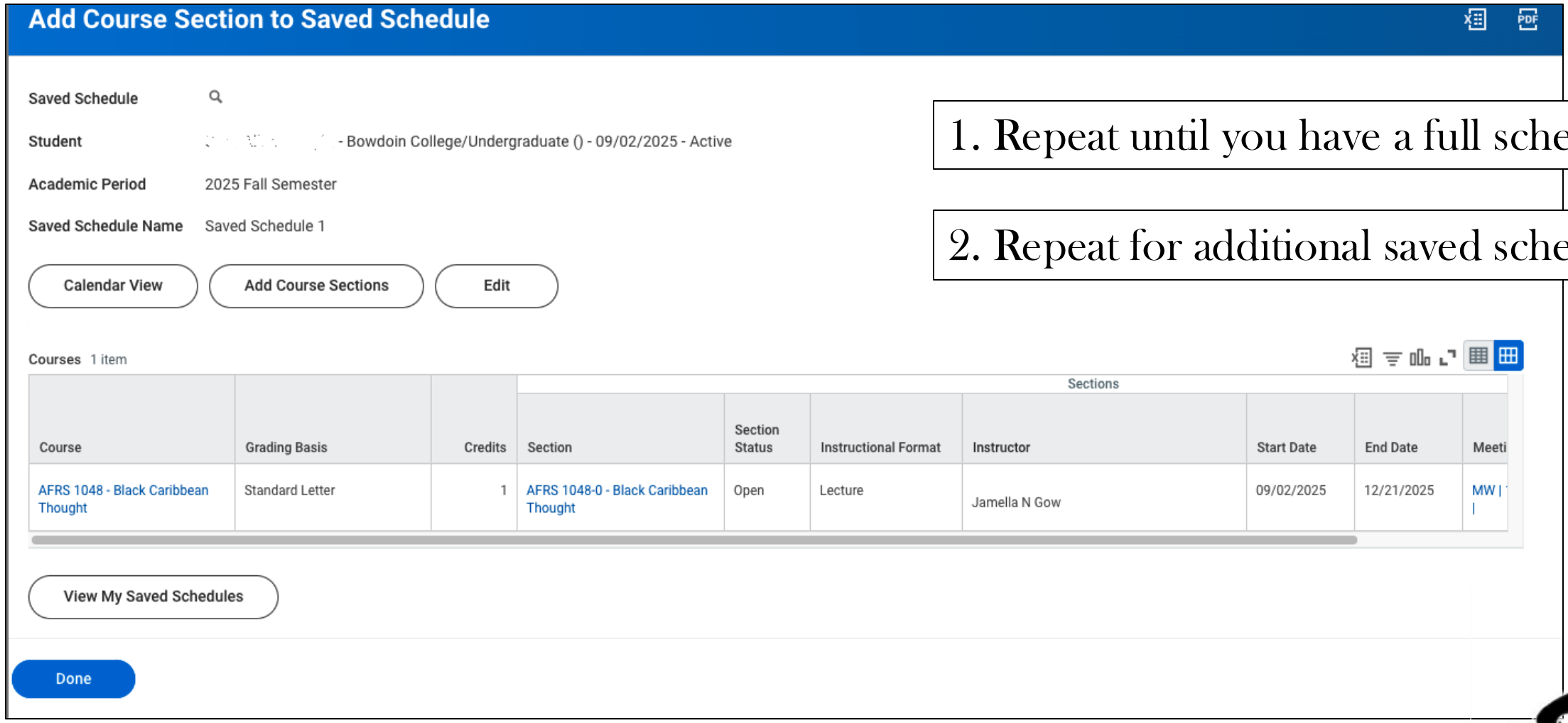
Workday for Registration – Saved Schedules



1. Repeat until you have a full schedule

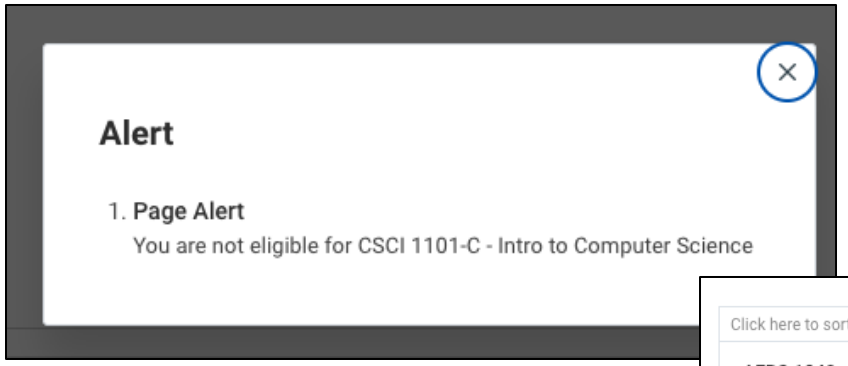
2. Repeat for additional saved schedules

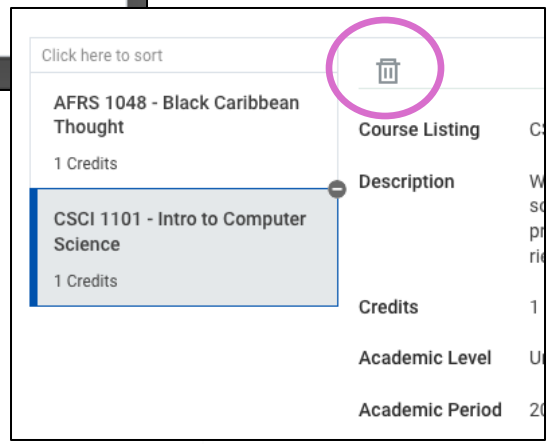
OneWorkday

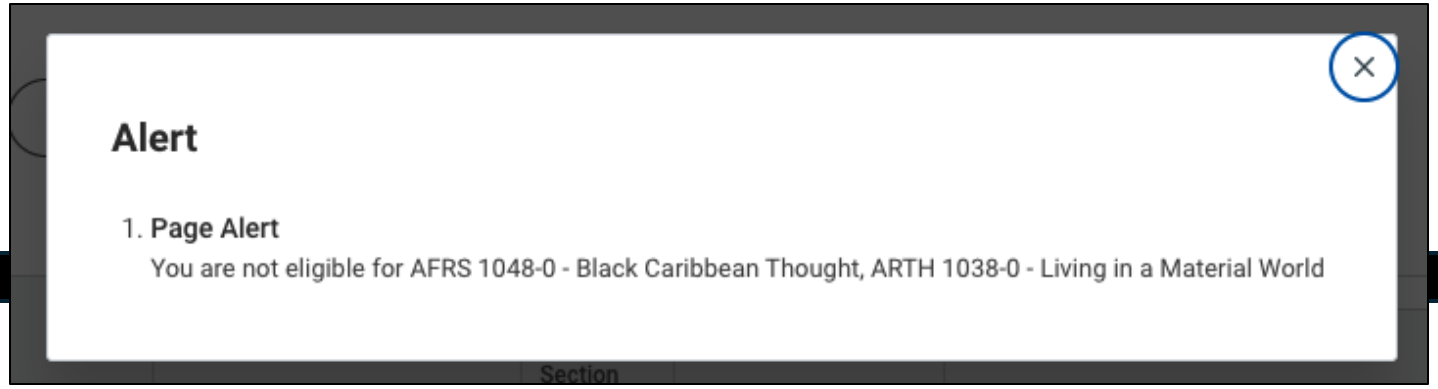
Workday for Registration – Saved Schedules

Pro Tips!

- Pay attention to the days and times of the sections you're choosing for registration. Although you will be able to add conflicting times to saved schedules, classes *cannot* overlap with each other for registration.
- You will be alerted to errors if you try to add a section that you're not eligible to take.
  - This may mean you need to take a placement test or that your AP scores have not yet arrived.
  - You can edit your saved schedules and delete sections if you want to make different choices.
- You *must* take one (and only one) First Year Writing Seminar this semester (1000-1049). If you add more than one of these to your schedule, you will be told you are not eligible for both courses.







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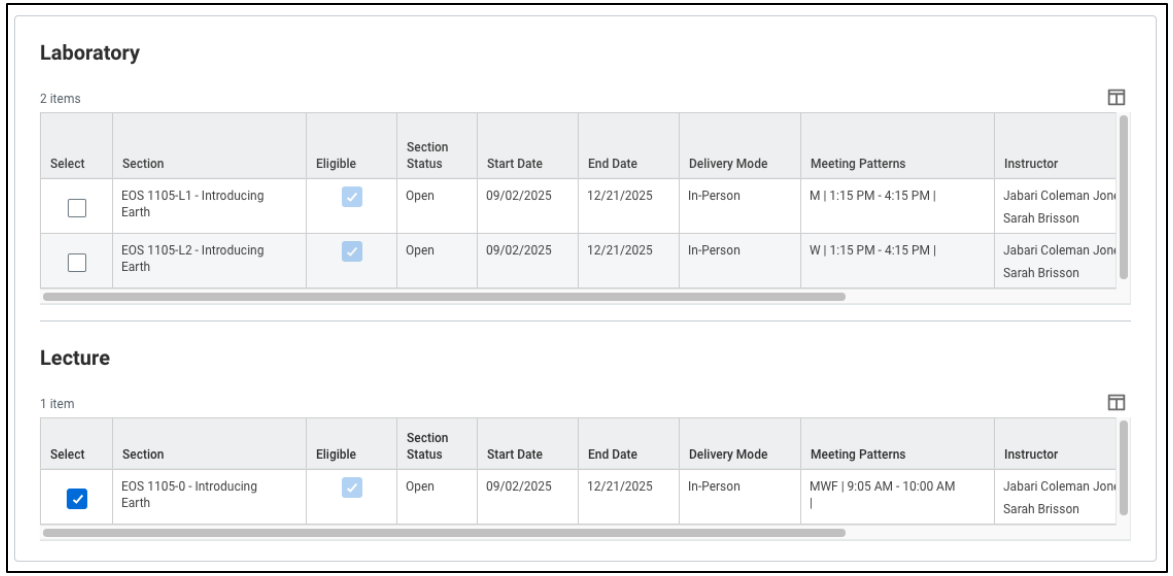
Workday for Registration – Saved Schedules

Pro Tips!

- When adding a course section that has both a lecture *and* a lab, you will need to choose times for both portions when adding to your saved schedule.
  - Only the lecture portion will have a waitlist if the class fills.
- Saved schedules do not need to be a full schedule – they can be single courses that are replacing other courses that may fill



Laboratory

2 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor
☐	EOS 1105-L1 - Introducing Earth	☑	Open	09/02/2025	12/21/2025	In-Person	M | 1:15 PM - 4:15 PM |	Jabari Coleman Jon Sarah Brisson
☐	EOS 1105-L2 - Introducing Earth	☑	Open	09/02/2025	12/21/2025	In-Person	W | 1:15 PM - 4:15 PM |	Jabari Coleman Jon Sarah Brisson

Lecture

1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor
☑	EOS 1105-0 - Introducing Earth	☑	Open	09/02/2025	12/21/2025	In-Person	MWF | 9:05 AM - 10:00 AM |	Jabari Coleman Jon Sarah Brisson

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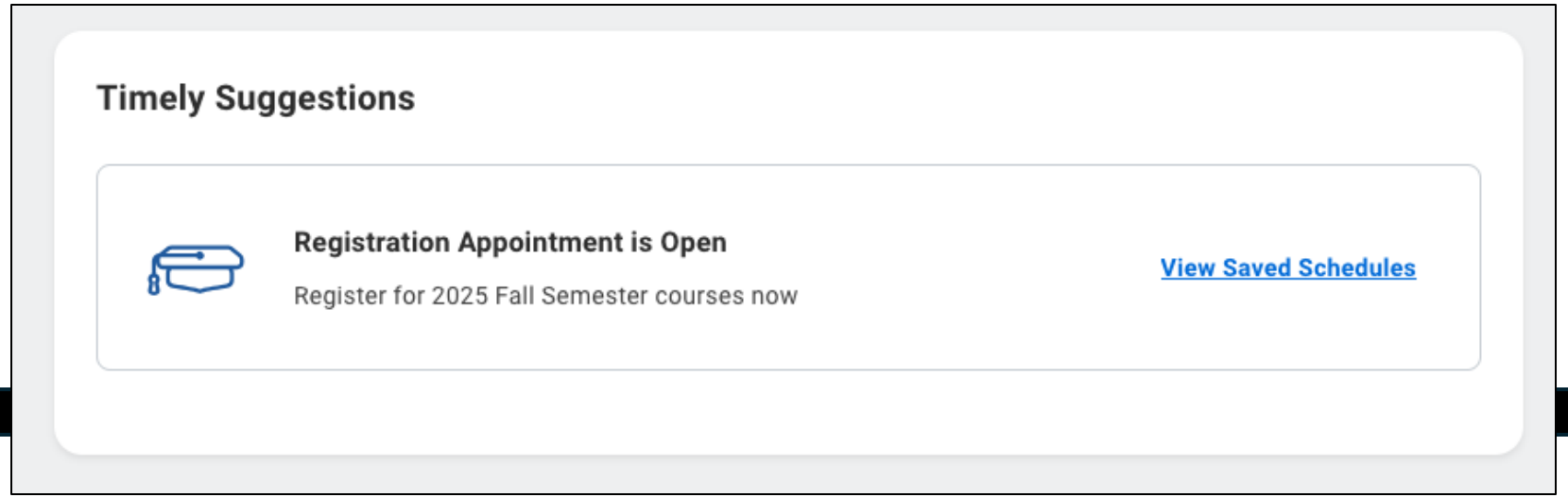
Workday for Registration – Registering

Pro Tips!

- Log in the day before registration starts to remind yourself about how Workday looks and feels and look through your saved schedules.
- Know which saved schedule you want to try to register for first and what your backup plans are!
- On registration day log in a few minutes before your registration time starts
- Sometimes Workday can slow down a bit when everyone is logging on – be patient!
- There is no “right” way to register and there is no “right” class schedule.
- You will not see the registration button until your registration day and time!



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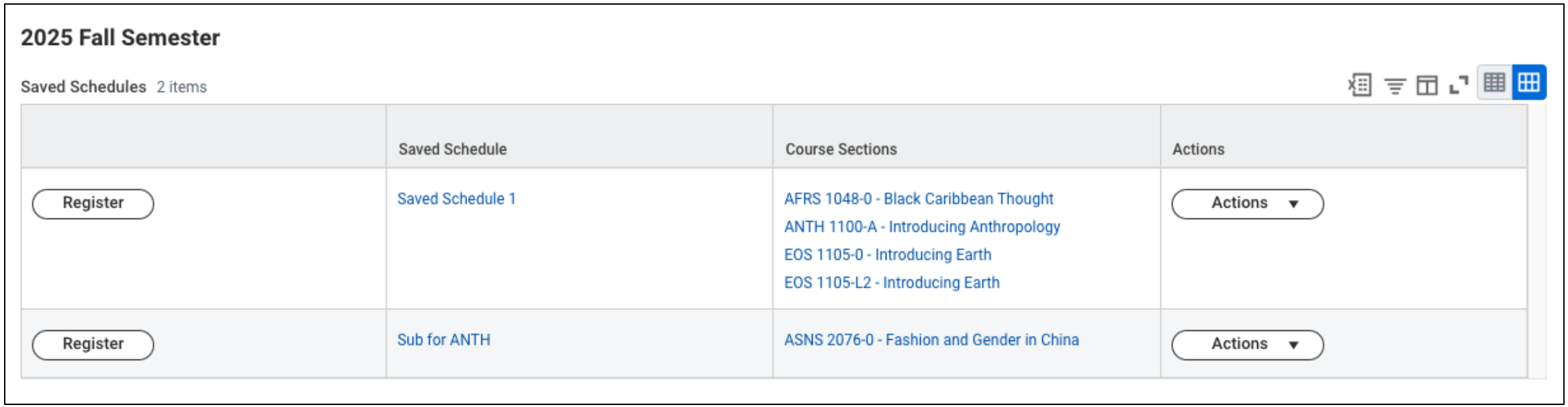
Workday for Registration – Registering



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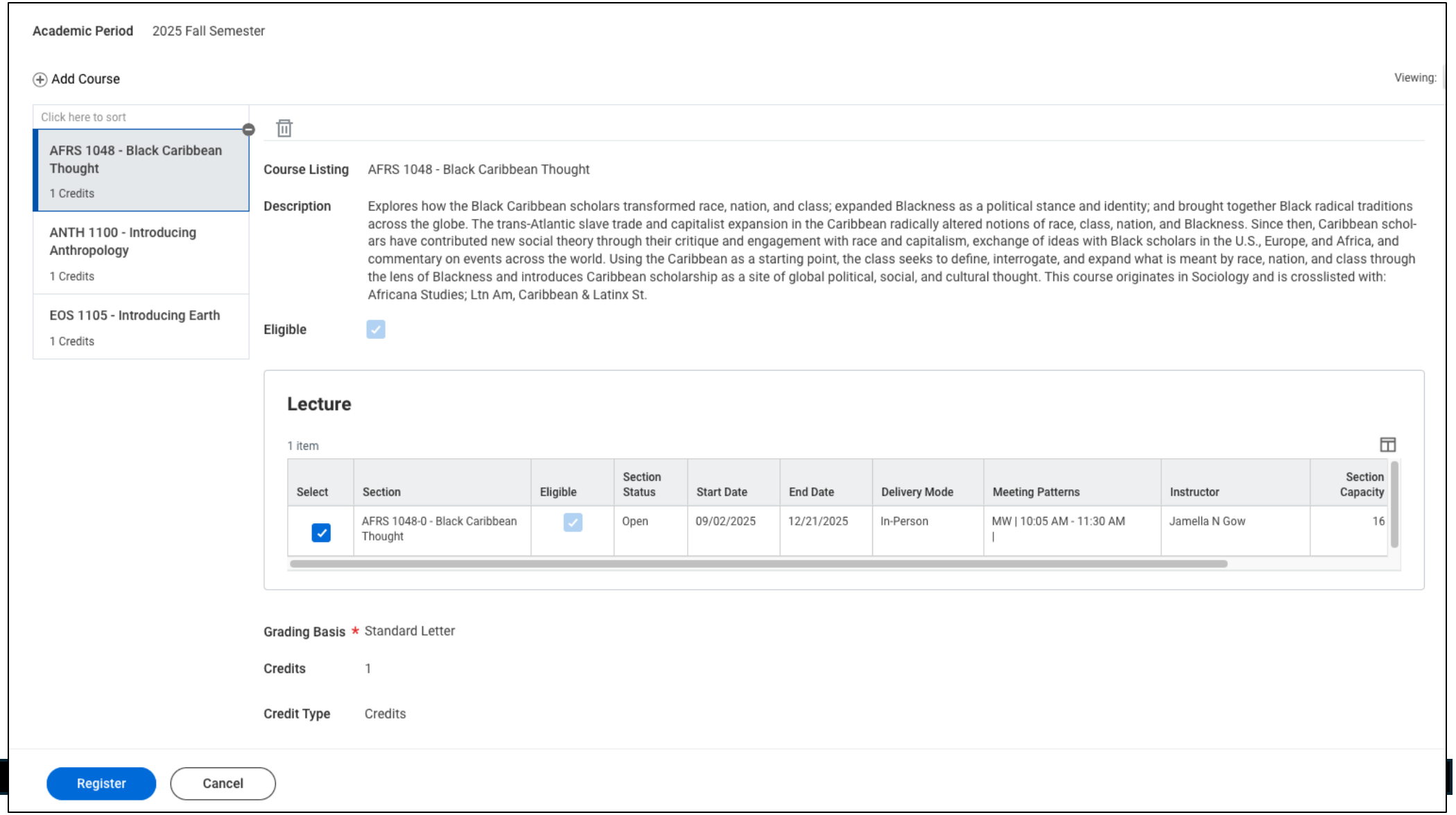
Workday for Registration – Registering



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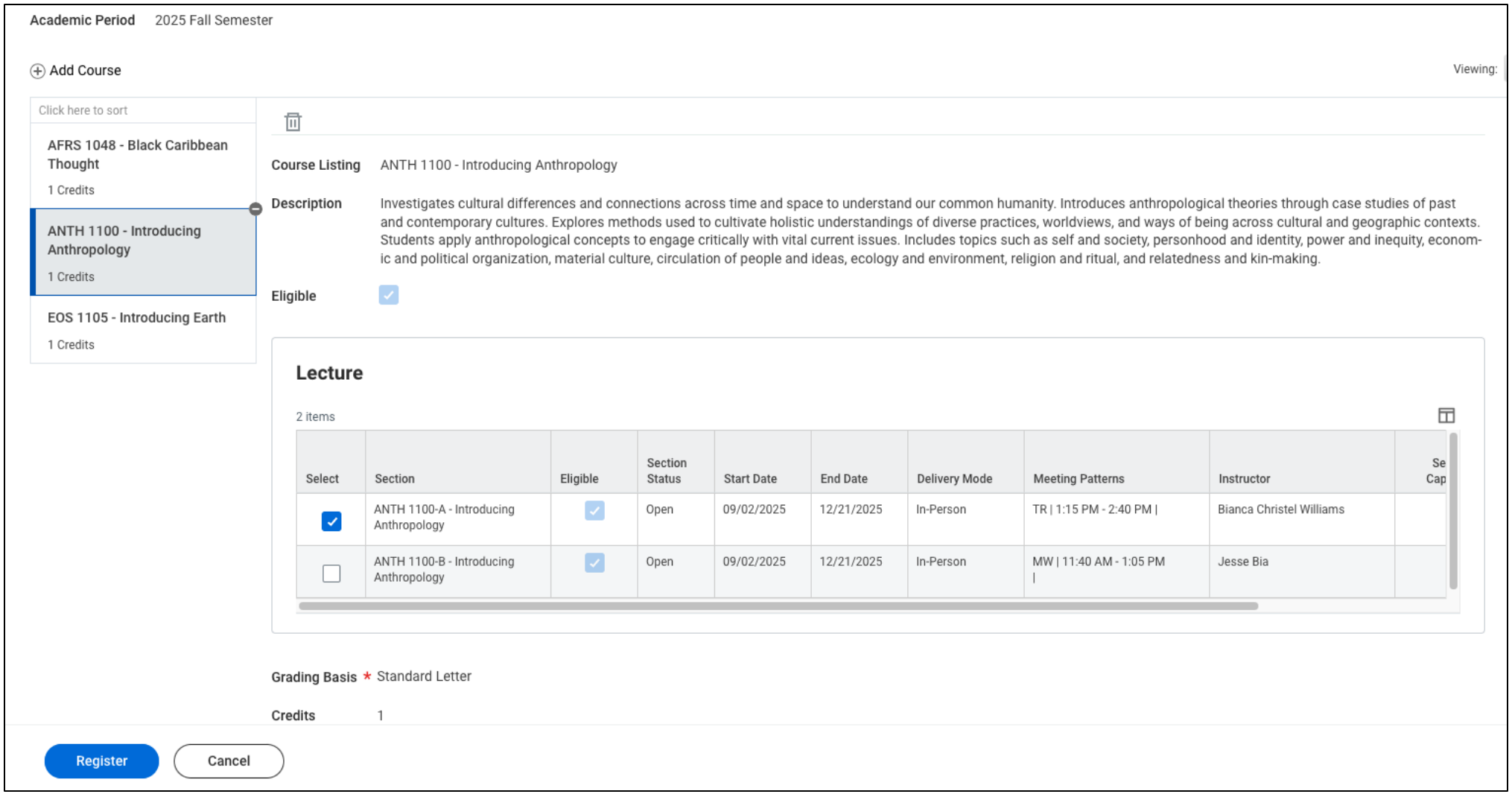
Workday for Registration – Registering



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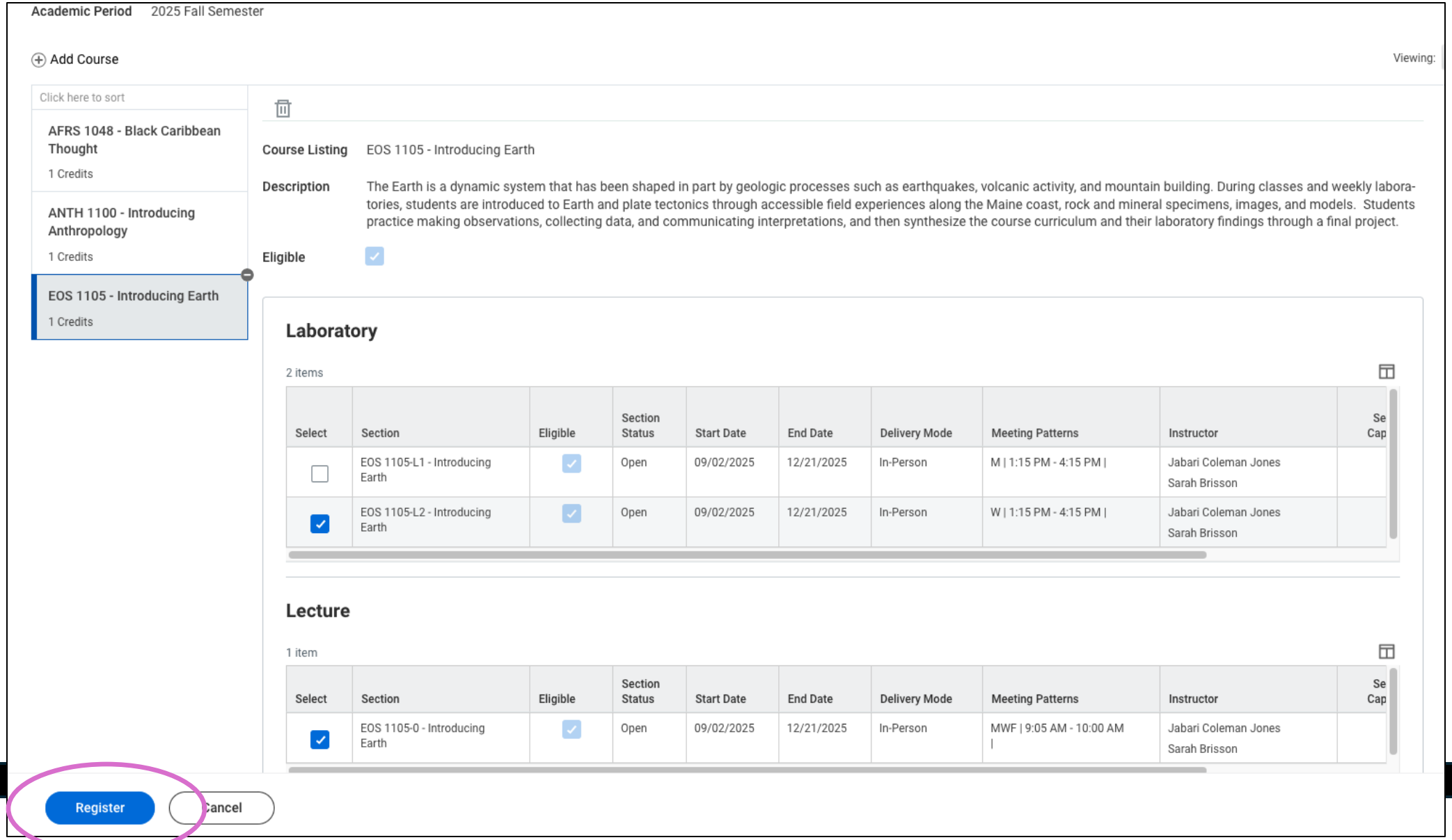
Workday for Registration – Registering



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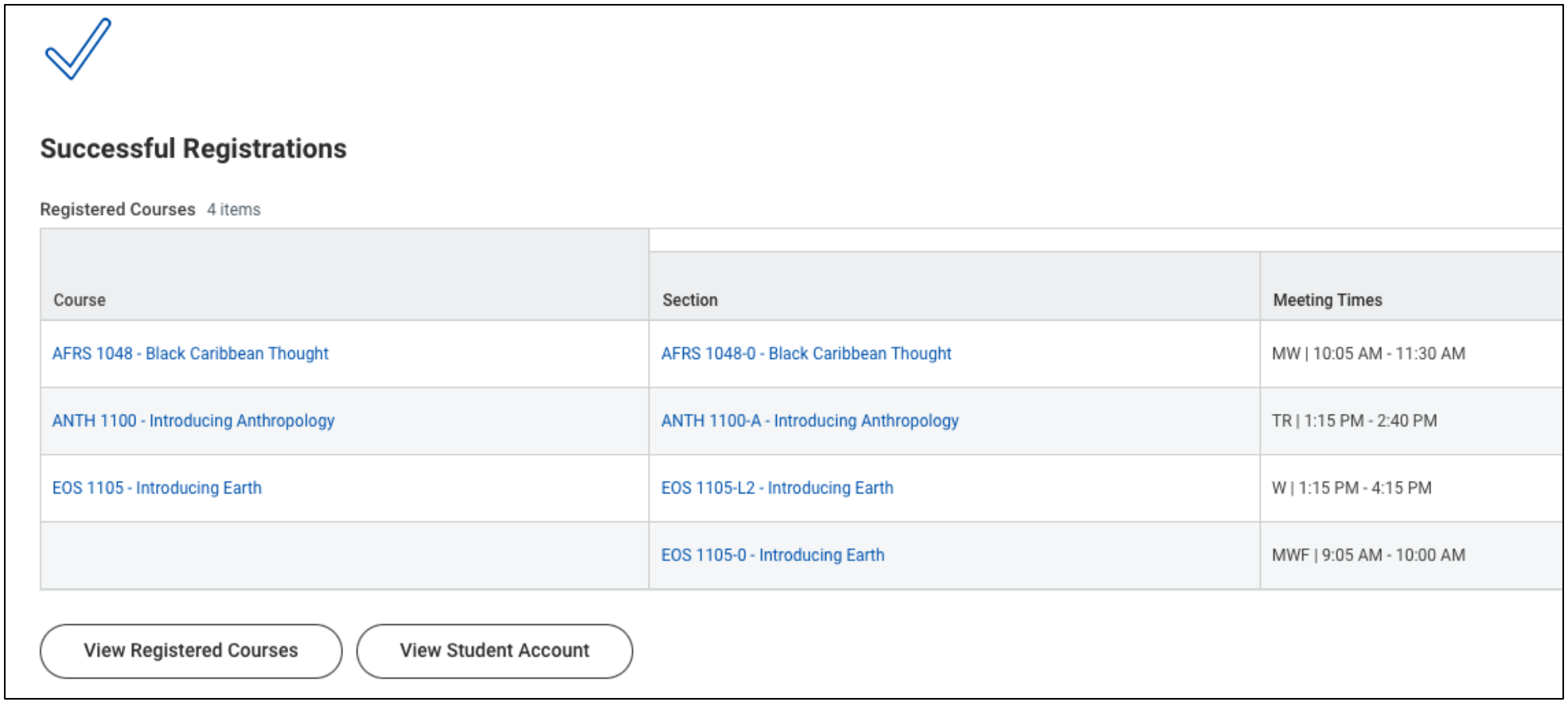
Workday for Registration – Registering



Successful Registrations

Registered Courses 4 items

Course	Section	Meeting Times
AFRS 1048 - Black Caribbean Thought	AFRS 1048-0 - Black Caribbean Thought	MW | 10:05 AM - 11:30 AM
ANTH 1100 - Introducing Anthropology	ANTH 1100-A - Introducing Anthropology	TR | 1:15 PM - 2:40 PM
EOS 1105 - Introducing Earth	EOS 1105-L2 - Introducing Earth	W | 1:15 PM - 4:15 PM
	EOS 1105-0 - Introducing Earth	MWF | 9:05 AM - 10:00 AM

View Registered Courses | View Student Account

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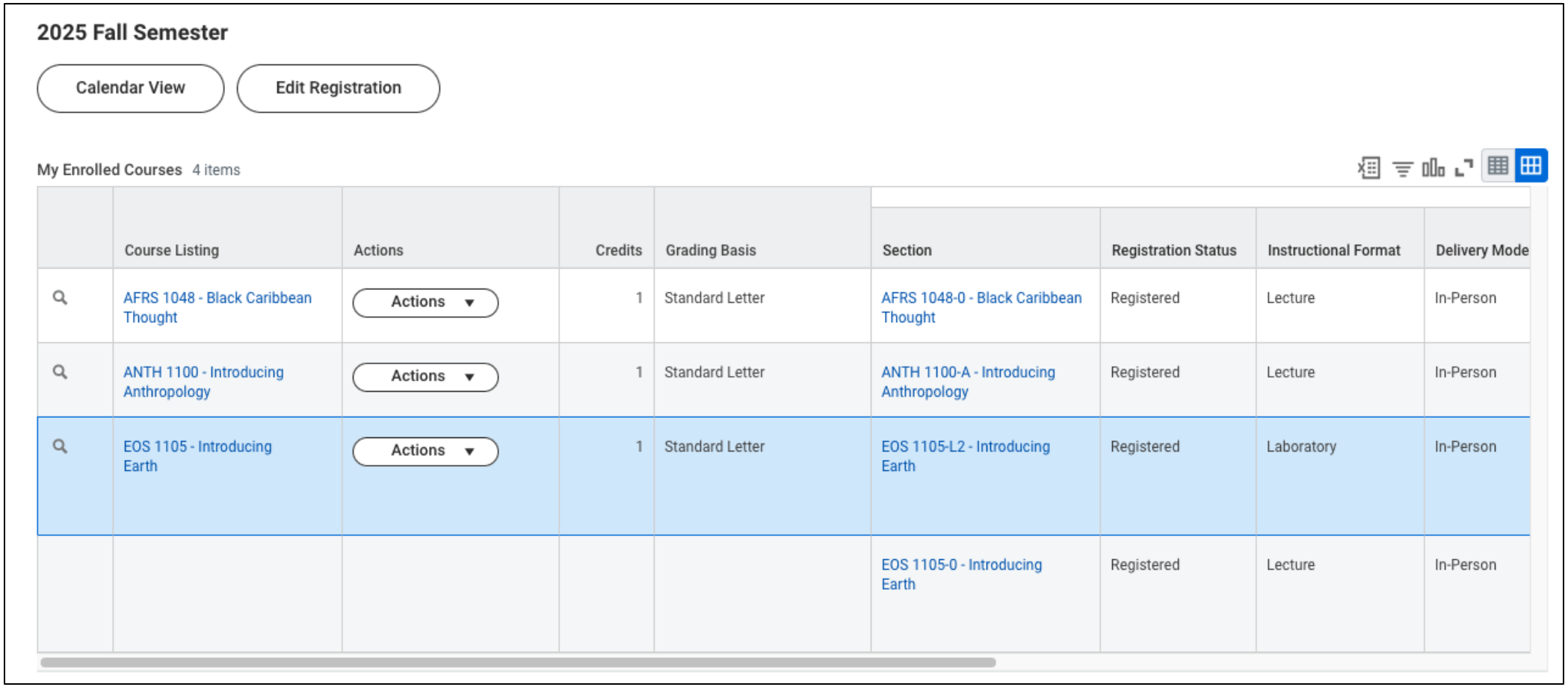
Workday for Registration – Registering



2025 Fall Semester

Calendar View | Edit Registration

My Enrolled Courses 4 items

	Course Listing	Actions	Credits	Grading Basis	Section	Registration Status	Instructional Format	Delivery Mode
	AFRS 1048 - Black Caribbean Thought	Actions	1	Standard Letter	AFRS 1048-0 - Black Caribbean Thought	Registered	Lecture	In-Person
	ANTH 1100 - Introducing Anthropology	Actions	1	Standard Letter	ANTH 1100-A - Introducing Anthropology	Registered	Lecture	In-Person
	EOS 1105 - Introducing Earth	Actions	1	Standard Letter	EOS 1105-L2 - Introducing Earth	Registered	Laboratory	In-Person
					EOS 1105-0 - Introducing Earth	Registered	Lecture	In-Person

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Workday for Registration – Waitlists

1. When classes fill, a waitlist will automatically form.
2. If you attempt to register for a full class, you'll be able to join the waitlist.
3. If a seat opens up in the class, the first person on the waitlist will receive an invitation to register in their Workday inbox, and they will have 24 hours to accept the offer or it will move on to the next person on the list.
4. Waitlisted classes do not count toward your credit load!

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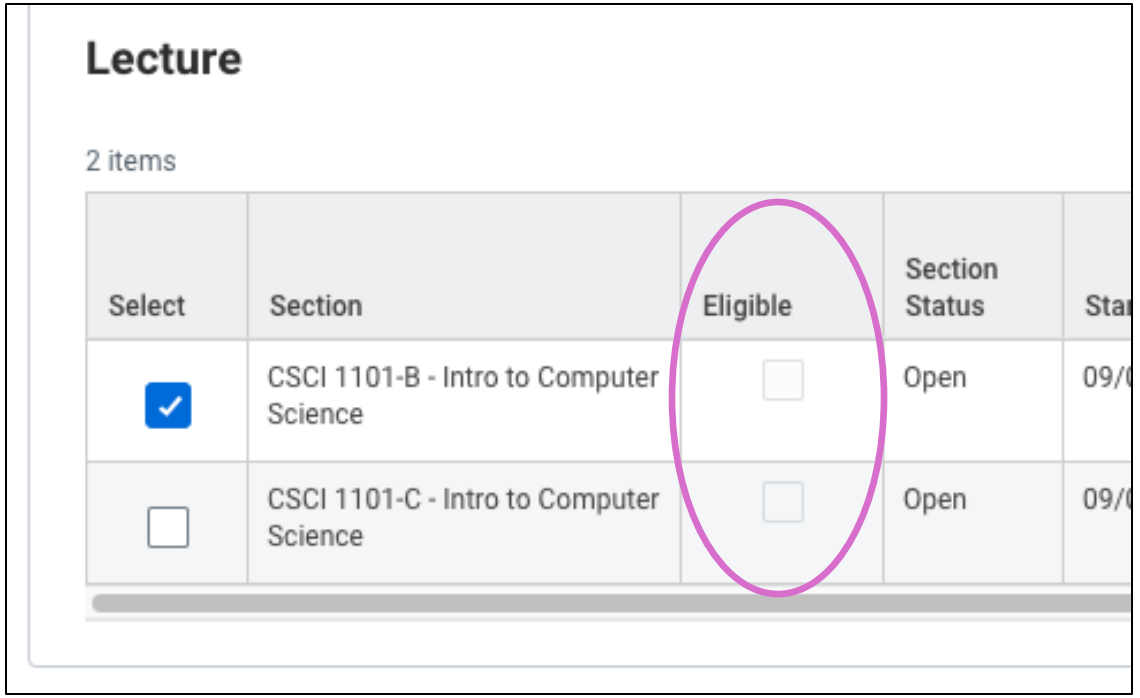
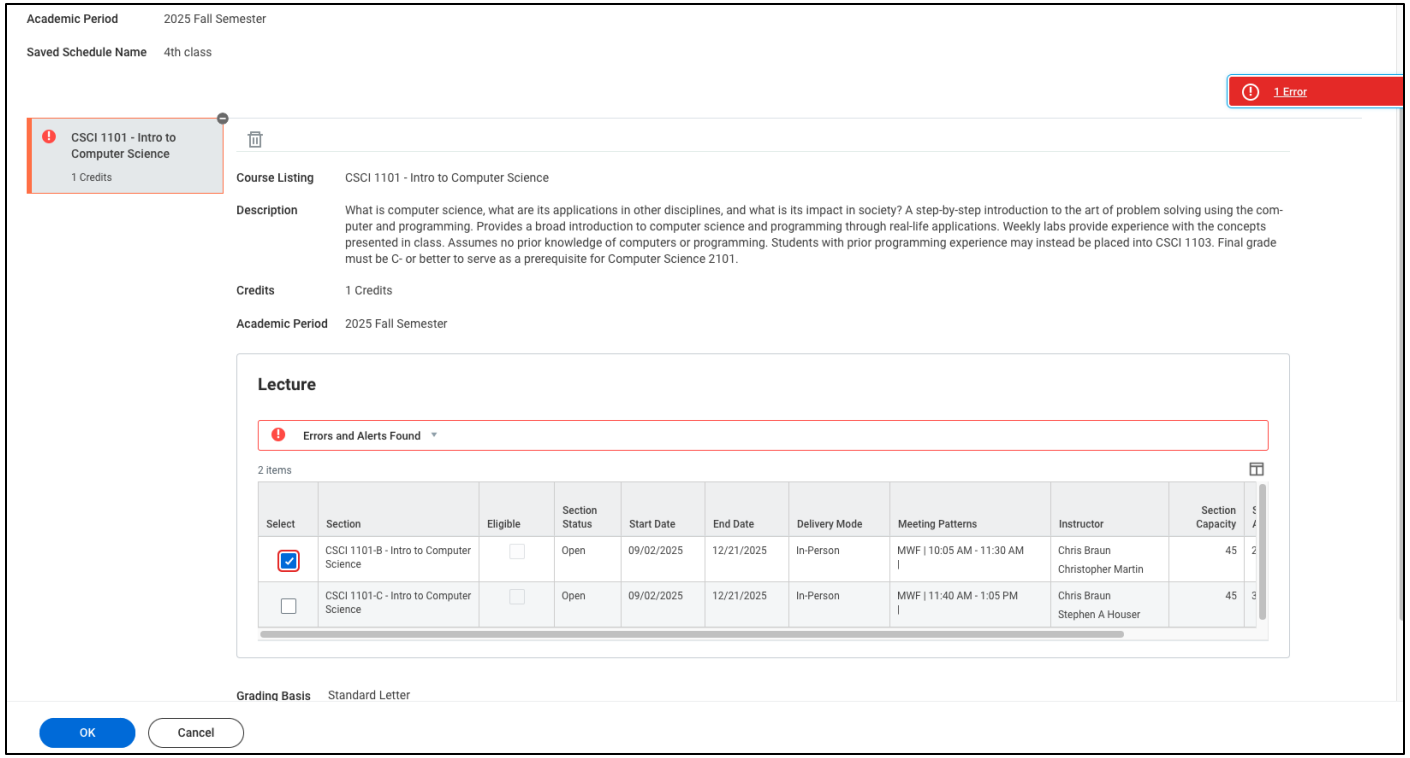
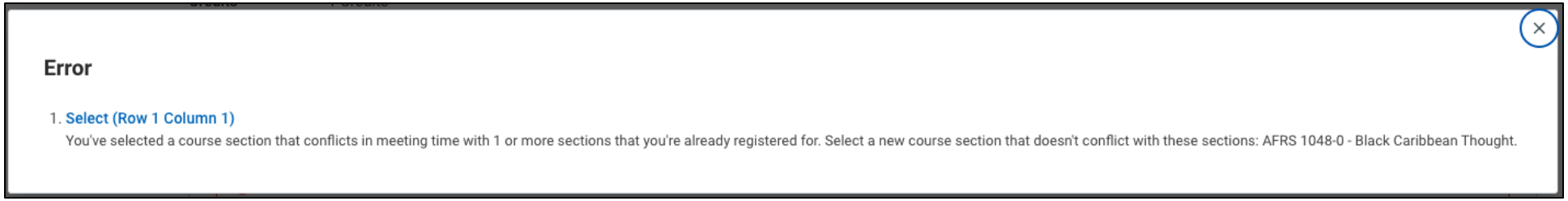
Workday for Registration – *Not* Registering



OneWorkday

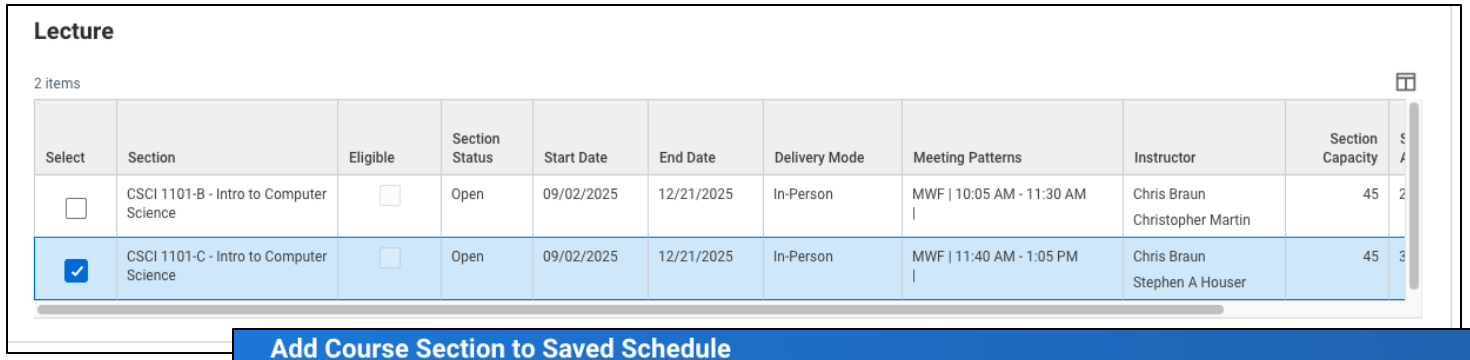
Workday for Registration – *Not* Registering

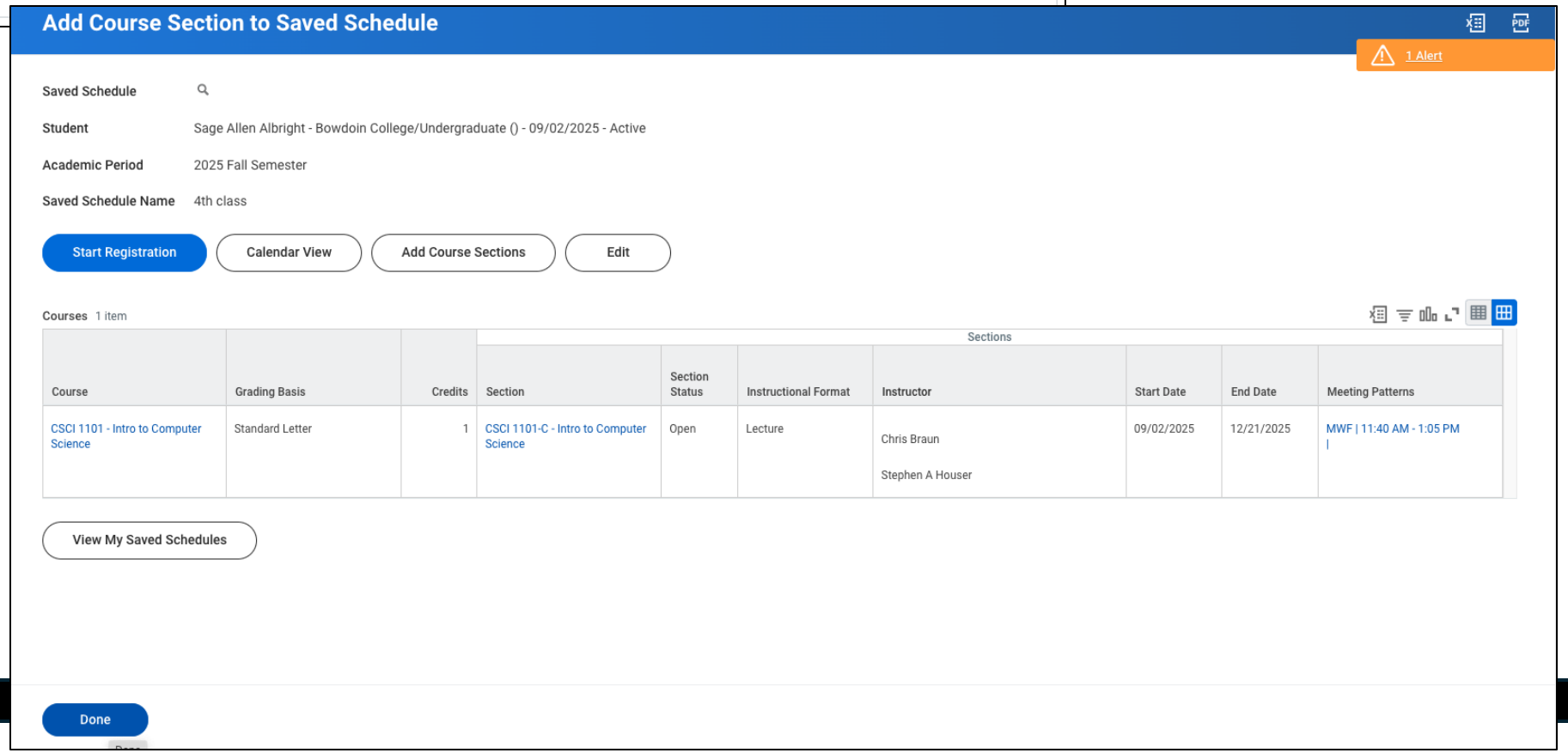




OneWorkday

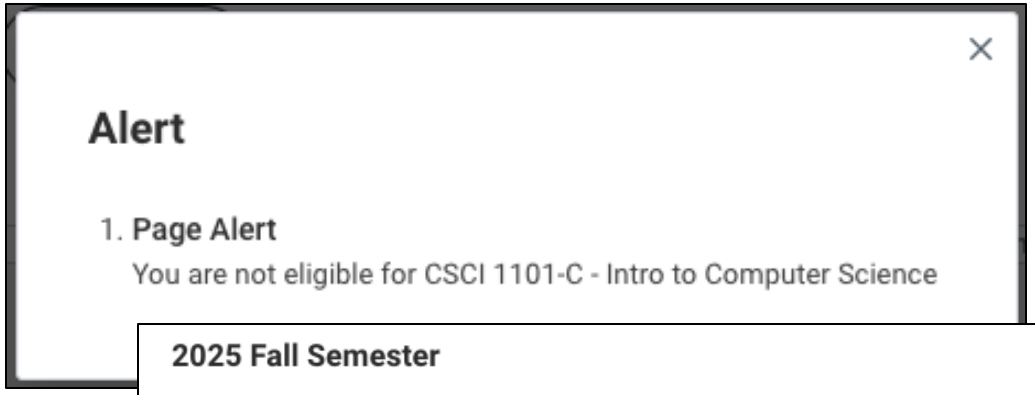
Workday for Registration – *Not* Registering





OneWorkday

Workday for Registration – *Not* Registering



2025 Fall Semester

Saved Schedules 3 items

	Saved Schedule	Course Sections	Alerts	Actions
Register	Saved Schedule 1	AFRS 1048-0 - Black Caribbean Thought ANTH 1100-A - Introducing Anthropology EOS 1105-0 - Introducing Earth EOS 1105-L2 - Introducing Earth	1	Actions
Register	Sub for ANTH	ASNS 2076-0 - Fashion and Gender in China		Actions
Register	4th class	CSCI 1101-C - Intro to Computer Science	1	Actions

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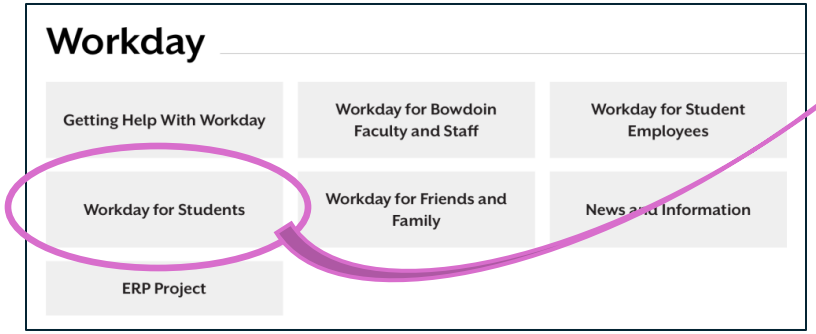
Questions?

www.bowdoin.edu/workday



Workday for Students

Workday for Students, including your academic record, student financials, and registration.
[Pages Under Development]

Getting Started with Workday
Logging in for the first time and setting your Workday system preferences.

Onboarding
Reviewing your personal information, privacy choices, and billing information ahead of registration each semester.

Preparing for Advising and Registration
Reviewing the schedule, building saved schedules, and meeting with your advisor.

Requesting Overrides and Exceptions
Registering for classes you don't meet the prerequisites for, making any transfer and Study Away credits work for you, and getting exceptions to your major or minor requirements.

Your Academic Record
From placement tests to graduation, how to navigate everything about your academic record.

Granting Access to Family Members (Third Party)
Setting up your contacts and giving them access to view your bills and records.

Personal Information
Reviewing and updating your name, mailing addresses, pronouns, and more.

Viewing and Resolving Holds
Review the actions you need to take to be ready for registration and complete the steps you need to get them done.

Registering, Waitlisting, and Dropping
Adding classes to your schedule, waiting for a seat to open, switching courses, and making the decision to step out of a class.

Declaring and Changing Majors and Minors
Adding programs of study to your record and making changes to them.

Ordering Official Transcripts
Sending copies of your classes and grades to people or agencies outside of Bowdoin.

Viewing and Paying your Bill
Checking balances and making payments.

OneWorkday