



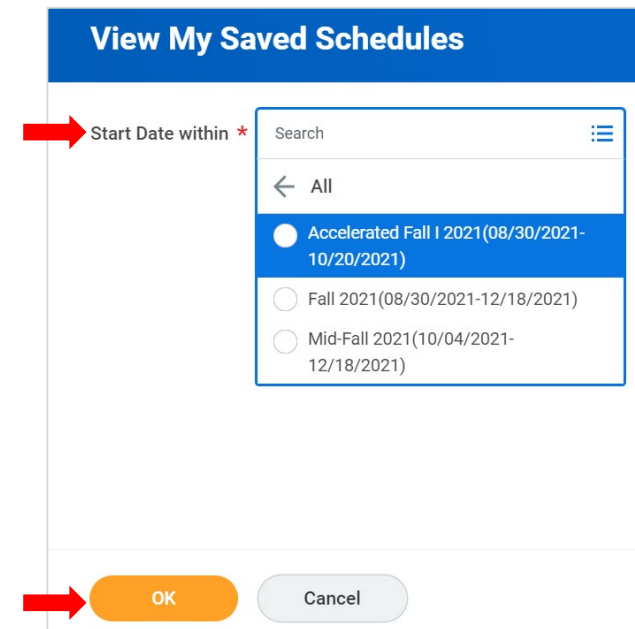
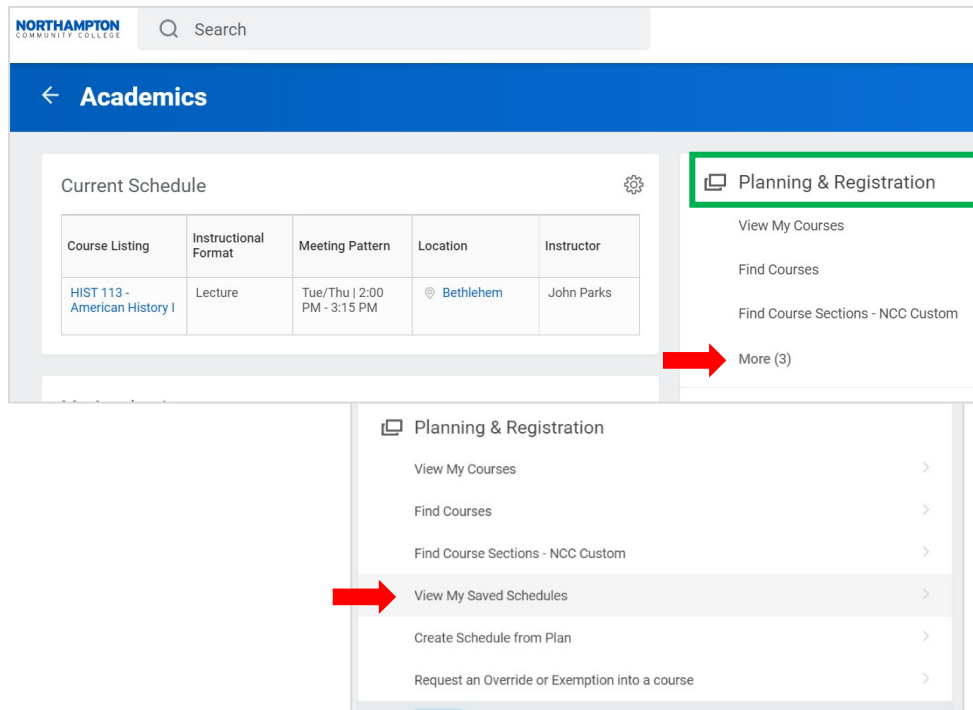
Registering from a Saved Schedule

Overview

In Workday personal schedules can be created for planning purposes. Once you have created and saved a schedule, you can then register when the registration period opens. This overview will show you how to open your schedule and complete your registration.

Register From a Saved Schedule:

1. When registration begins, open the schedule you created.
 - a. From your **“Home”** page, open the **“Academics”** application
 - b. Under **“Planning & Registration”**, click **“More”**, then **“View Saved Schedules”**
2. Enter the name of the schedule in the **“Start Date within”** search field or click the list icon to see all saved schedules, click **“OK”**





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- 3. Confirm the courses you want to register for are listed, click on the **“Start Registration”** button.

The screenshot shows the 'View My Saved Schedules' interface. At the top, it displays the student's name 'Ivana TestStudent' and the academic period 'Mid-Fall 2021'. Below this, a dropdown menu is set to 'General Studies, AA (AA)'. A search bar for 'Saved Schedule' is present, with 'Mid Fall 2021' entered. A table lists one item: 'ARTA 170 - Computer Graphics'. The table has columns for Course, Grading Basis, Units, Section, Section Status, Instructional Format, Instructor, and Start Date. At the bottom, there are five buttons: 'Start Registration' (highlighted with a red arrow), 'View Schedule', 'Add Course', 'Edit', and 'Remove'.

- 5. The next screen will show the successfully registered course/courses. Click **“View Registered Courses”** to see all courses you are currently registered for.

The screenshot shows the 'Register from Saved Schedule' page. It features a search bar at the top. Below, it indicates 'Successfully Registered Courses 1 item'. A table displays the registered course details: 'ARTA 170 - Computer Graphics' for the course, 'ARTA 170-MID-01 - Computer Graphics' for the section, and 'Online | 12:00 AM - 12:00 AM' for the meeting times. At the bottom, there are two buttons: 'View Registered Courses' (highlighted with a red arrow) and 'View Student Account'.

- 4. Click on the **“Register”** button to complete the registration.

The screenshot shows the course registration confirmation page for 'ARTA 170 - Computer Graphics'. It includes a course listing with a description: 'Introduction to computer graphics and basic design principles. Utilizing Adobe Photoshop and Illustrator software, students will learn the fundamentals of digital design, image editing/scanning and printing. Assignments, both in and out side of the classroom, will be contextually based, providing real world applications with each lesson. Also available through Online Learning.' The 'Eligible' checkbox is checked. Below, a 'Lecture' section contains a table with columns for Select, Section, Eligible, Section Status, Start Date, End Date, Meeting Patterns, and Instr. The 'Select' checkbox is checked, and the 'Eligible' checkbox is also checked. At the bottom, there are two buttons: 'Register' (highlighted with a red arrow) and 'Cancel'.