



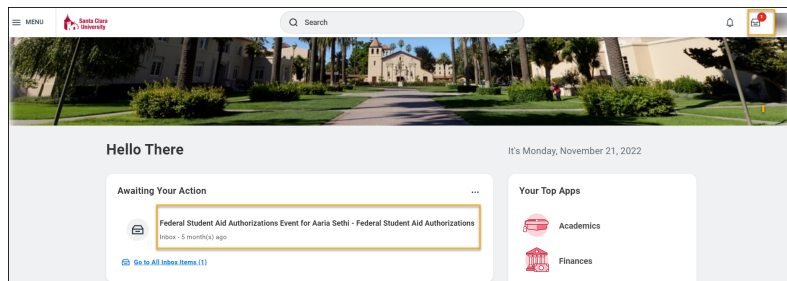
Complete My Financial Aid Items

Overview

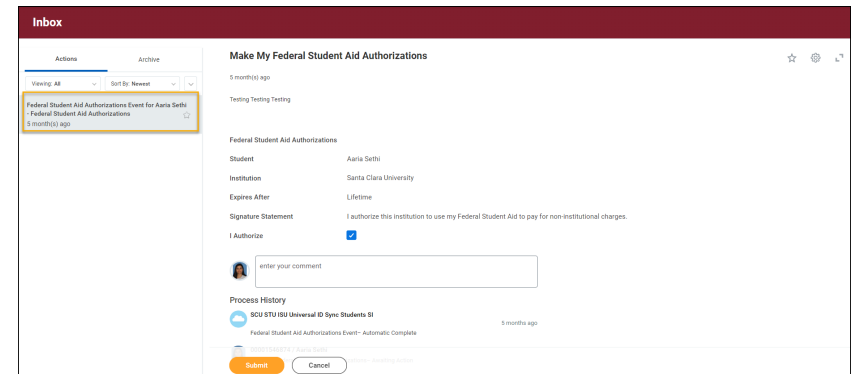
This quick reference guide will cover how you can view and complete financial aid options that have been assigned to you in your Workday Inbox.

Process

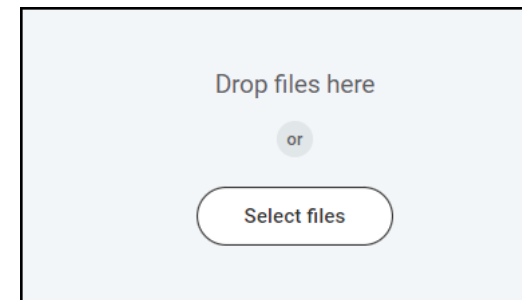
1. Your most recent Inbox items will be displayed on your Workday home page. To open your inbox, click on any item in the **Awaiting Your Action** window, or click on the Inbox icon in the top right corner of the home page.



2. The current action items will be listed on the left. Select an item to view the details and instructions.



3. To upload required document, either drag and drop the file(s) or click "Select files and select the saved file(s)".





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4. Enter comments if needed.

5. Once you have completed the instructions for the item and uploaded any required documents click **Submit**.