How to Generate your Enrollment Verification in Workday

- Log into Workday
- Select "**Academics**"

- In the Right Hand menu under "**Transcripts + Grades**", click on "**Print Enrollment Verification Report"**
- **Note:** *If you don't see it processing immediately, please wait. Do not click on it more than once.*

- A processing message will show on the screen. You may select "**Notify Me Later"** for a bell notification when your enrollment verification is ready or wait until it finishes processing.

Note that it may 1-2 minutes for the PDF to generate. You can check your notifications (BELL icon in upper right) in a few minutes to see the PDF available for download.

7 items

Student	Student ID	Full Name	Academic Level	Date of Birth	Enrollment Term	Term Start Date	Term End Date	Units Registered
Vincent van G	13301853	Vincent van G	Undergraduate	03/30/1853	Fall 2020	09/02/2020	12/15/2020	12
Vincent van G	13301853	Vincent van G	Undergraduate	03/30/1853	Spring 2020	01/21/2020	05/08/2020	12
Vincent van G	13301853	Vincent van G	Undergraduate	03/30/1853	Fall 2019	09/03/2019	12/13/2019	12
Vincent van G	13301853	Vincent van G	Undergraduate	03/30/1853	Spring 2019	01/22/2019	05/10/2019	15
Vincent van G	13301853	Vincent van G	Undergraduate	03/30/1853	Fall 2018	09/04/2018	12/14/2018	15
Vincent van G	13301853	Vincent van G	Undergraduate	03/30/1853	Spring 2018	01/16/2018	05/04/2018	15
Vincent van G	13301853	Vincent van G	Undergraduate	03/30/1853	Fall 2017	09/05/2017	12/15/2017	15

Print

- Once your enrollment verification is ready, it should take you to the report screen. In the report screen, select "**Print**" to generate a pdf of your enrollment verification.

n the lower left corner of your screen.

e. You can check your notifications (BELL icon in upper right) in a few minutes to see the PDF available for download.

Full Name	Academic Level	Date of Birth	Enrollment Term	Term Start Date	Term End Date	Units Registered	Units Earned	Load Status	Program
Vincent van G	Undergraduate	03/30/1853					0	Full-time	Animati
Vincent van G	Undergraduate	03/30/1853					12	Full-time	Animati
Vincent van G	Undergraduate	03/30/1853					12	Full-time	Animati
Vincent van G	Undergraduate	03/30/1853					15	Full-time	Animati
Vincent van G	Undergraduate	03/30/1853					15	Full-time	Animati
Vincent van G	Undergraduate	03/30/1853	Spring 2018	01/16/2018	05/04/2018	15	15	Full-time	Animati
Vincent van G	Undergraduate	03/30/1853	Fall 2017	09/05/2017	12/15/2017	15	15	Full-time	Animati

Your request is being processed

You can continue to wait or choose to be notified later.

Notify Me Later

Ok to select "Notify Me Later" in this screen to generate your pdf

- A processing message will appear on the screen and your pdf should generate shortly.
- You may click on "**Notify Me Later**" if you wish to receive a notification when your pdf is ready to download.

m Start Date	Term End Date	Units Registered	Units Earned	Load Status	Program of Study	Program of Study			
						Degree Program Status	Degree Program Expected Completion Date	Degree Program Completion Date	Degree Earned
/02/2020	12/15/2020	12	0	Full-time	Animation	In Progress	05/07/2021		
/21/2020	05/08/2020	12	12	Full-time	Animation	In Progress	05/07/2021		
/03/2019	12/13/2019	12	12	Full-time	Animation	In Progress	05/07/2021		
/22/2019	05/10/2019	15	15	Full-time	Animation	In Progress	05/07/2021		
/04/2018	12/14/2018	15	15	Full-time	Animation	In Progress	05/07/2021		
/16/2018	05/04/2018	15	15	Full-time	Animation	In Progress	05/07/2021		
/05/2017	12/15/2017	15	15	Full-time	Animation	In Progress	05/07/2021		

- It will take a moment for your enrollment verification pdf to generate
- If you do not see the pdf version generate on the screen, click the "**Bell**" notification on the top right side of your screen.

- If your pdf does not generate on the screen, you can click on the document link in your notifications to download your enrollment verification pdf.