

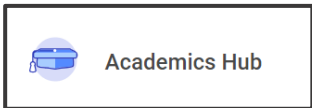
This quick reference guide (QRG) provides instructions on how to register for a course from a saved schedule in Workday. If you have not created a saved schedule, you will not be able to register for courses using this process. Additionally, this process can only be completed if your institution allows student self-service.

To register students from a saved schedule, complete the following steps.

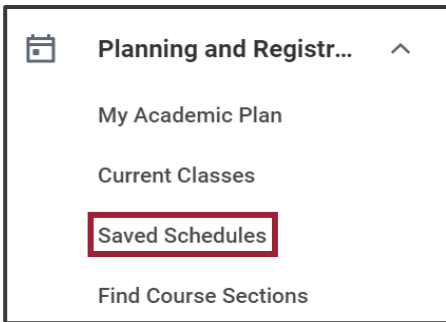
## REGISTER FROM SAVED SCHEDULE

From the Workday Home page:

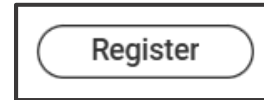
1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.




3. Click the **Planning and Registration** tab.
4. Click **Saved Schedules**.



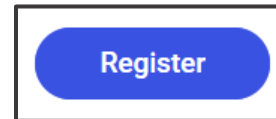
5. Click **Register**.





Note: If you do not see the register button, review your Academic Overview tab to ensure you do not have any holds preventing you from registering and are in your Registration Appointment window. If you need additional support, contact your academic advisor.

8. Review your saved schedule and click **Register**.



9. Review your **Successfully Registered Courses**.

