

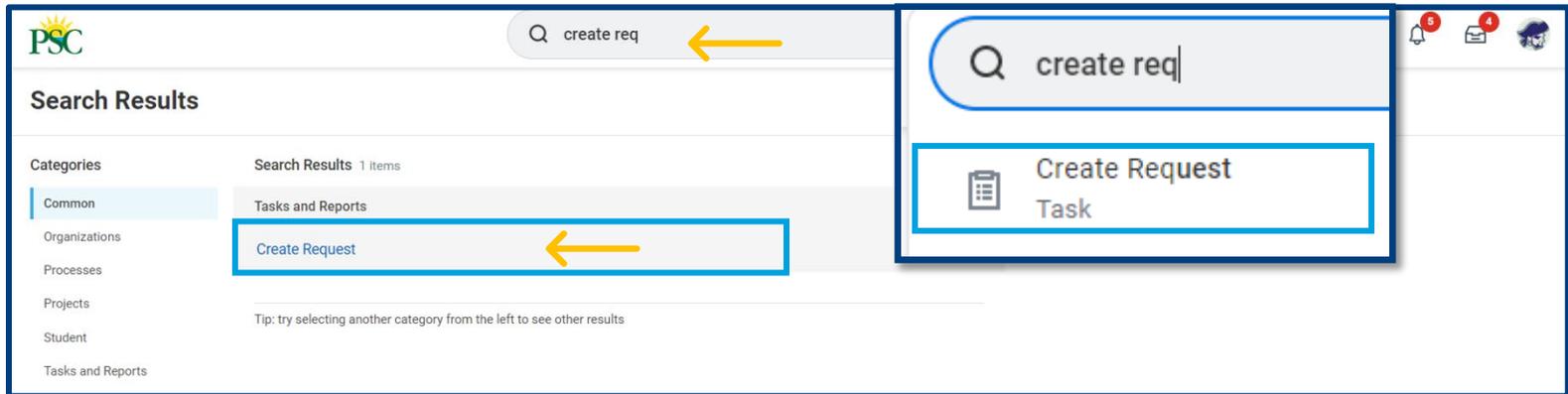
STUDENT

Finances Requests

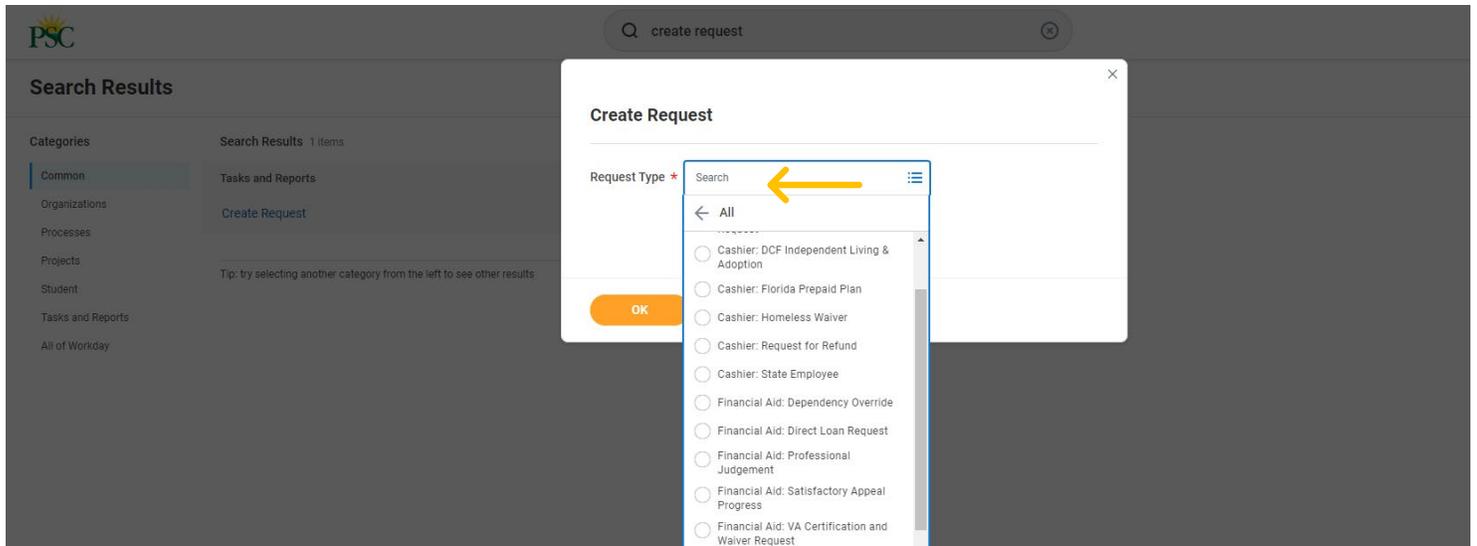
As a student, you can create *Requests* in Workday to initiate changes related to your financial student account.

Note: If you have questions about the *Request* types, and want to determine if you qualify, contact your advisor. To learn how to locate your advisor in Workday, visit our [WD Student Help](#) page.

1. In the search bar of your Workday account, type *Create Request*.
2. Click the *Create Request* task.



3. Select the *Request Type* using the dropdown menu or by entering search terms.



Request Types

- Homeless Waiver
- Request for Refund
- Dependency Override
- Direct Loan Request
- Professional Judgement
- VA Certification and Waiver
- Florida Prepaid Plan
- DCF Independent Living & Adoption
- State Employee
- Satisfactory Appeal Progress

4. Click **OK**.

All requests will display required fields requesting more information. Some will require supporting documentation. Please fill out these requests accurately and with details to prevent delays.

5. Click **Submit**. Monitor your Workday Inbox for *Action Items* pertaining to your request. To confirm the submission of your request, view it in your *Inbox Archive*.

The screenshot shows a request form for 'Cashier: Florida Prepaid Plan'. The form includes instructions and two radio button options: 'I choose to OPT IN to allow billing my Florida Prepaid Account.' and 'I choose to OPT OUT to not allow billing my Florida Prepaid Account.' Below the form is a 'Submit' button and a 'Save for Later' button. A yellow arrow points from the 'Submit' button to the 'Inbox' view. The 'Inbox' view shows a list of actions, with the 'Request Process : Cashier: Florida Prepaid Plan : Pirate Student' item highlighted in blue. The item details include '1 minute(s) ago - In Progress: Multiple Parties' and 'You completed this item on 07/28/2022.' The 'Inbox' view also shows a 'Request Process : Cashier: Florida Prepaid Plan : Pirate Student' item with '1 minute(s) ago - In Progress: Multiple Parties'.

Notes: You can come back to the request later by clicking *Save For Later*, which will appear in your *Inbox Actions*.

The screenshot shows the 'Inbox' view with a list of actions. The 'Request Process : Cashier: Homeless Waiver : Pirate Student' item is highlighted in blue. The item details include '10 second(s) ago' and 'Please file this request if you are looking for approval on the homeless waiver.' The 'Request' button is visible, and the request details are 'Request : Cashier: Homeless Waiver : Pirate Student'.