How to access FAU’s library of Workday Job Aids – Finance Section:

1. Log in to Workday at https://www.fau.edu/workday/. Click on the link at the bottom of the page.

2. After entering your credentials, your home page opens. The Home Page is set up based on your personal preferences. You can access the Job Aids Library in multiple ways.

3. Click Menu to open the Global Navigation Menu.

4. Select Apps to open the sub-menu.

5. Click on FAU Job Aids from the list.

6. The FAU Job Aids window opens. Click on the link to launch the catalog.
Access: Job Aids - Finance

7. The Library opens with an alphabetical listing by Specific Areas of Focus. Click on the column header to open the Filter menu. Type Finance in the Value field to view only Finance Job Aids. Click Filter.

8. Click on any of the links to access the Job Aid of choice.
9. You can also use the Workday Search field to access **Job Aids**.
   - Selecting the **Custom Dashboard** will bring you to the *link* to the **Library**.
   - Selecting the **Report** will bring you directly to the **Report**.

10. There is a section on the **Home Page** that can be customized based on personal usage. You can select **FAU Job Aids** from this section and follow the steps previously outlined in these instructions.