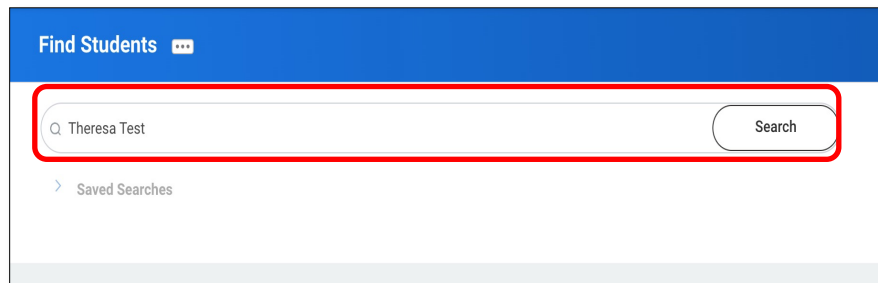## Viewing Transfer Credit

This job aid is created for Registrars.

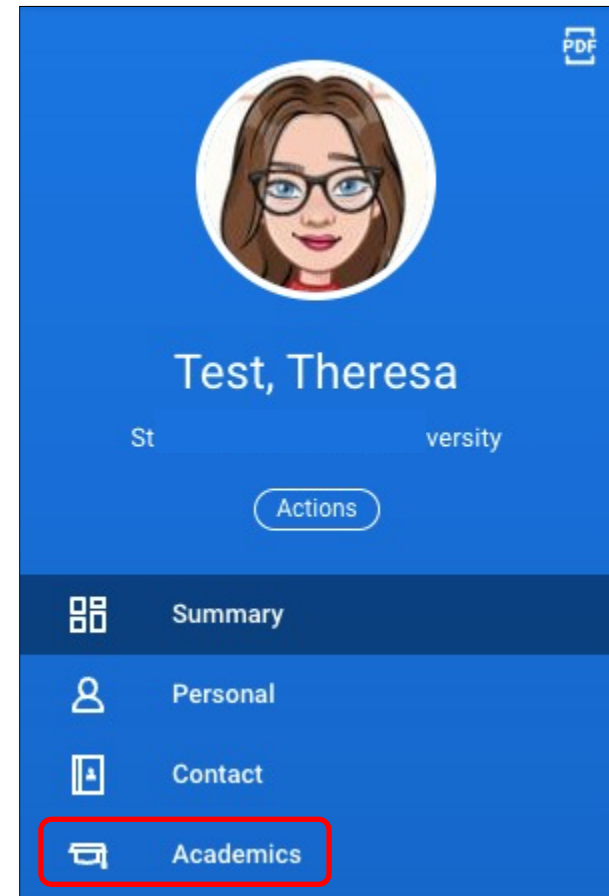## How to View and Find Transfer Credit Articulation Information.

1. Using the Workday search bar, type **Find Students**. Select **Find Students Report**.

2. On the Find Student screen, search for the student by typing the student's **First and Last Name** into the Search filed. Then click **Search**.
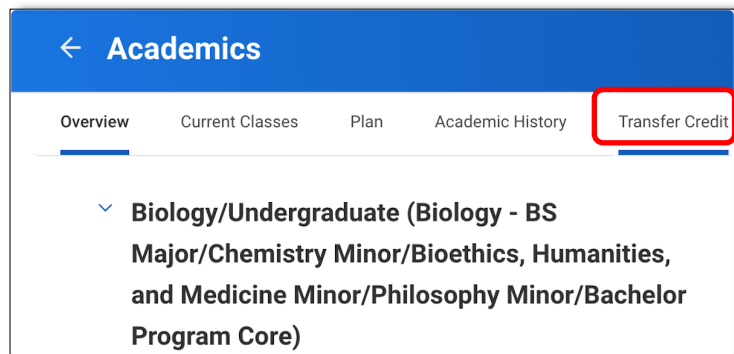

3. Click on the **Academics** tab.

Job Aid Work Example

4. Click on the **Transfer Credit** tab.

5. The transferred credits will display.

6. Hover over the blue hyperlink of the credit you wish to view. Click the **Related Actions** button next to the row to view information about the course.