# Overview

Declare your major--called a Program of Study in Workday

## **Process**

1. On your Workday homepage, click **on your photo in the upper right hand corner (this may also appear as a blue cloud icon if you have not submitted a photo**
2. Click **View Profile**
3. On the left menu of your student profile, click **Academics**



1. On the next screen, find the **Educational Objective** box. **If you are Undeclared,** click **Request,** then select **Change My Program of Study** from the drop-down menu



**If you are adding an additional major, click the Add Program of Study button rather than Request, and skip to step 8**

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1. Next, click the **X**  in the box that reads **Undeclared**



1. Click on the now empty box and select your intended program of study and check the **Is Primary** box



1. Click the **Reason** box and select **Student Initiated**. The declare date will auto-populate



1. If you are adding an additional major, click the plus sign (+) above your current program of study and enter the additional program in the box
2. Click **Submit**