



View Award Roles

Workday Award records contain detailed information about an award including assigned security roles. Follow the steps below to locate the list of roles on an award record.

From the Workday Homepage:

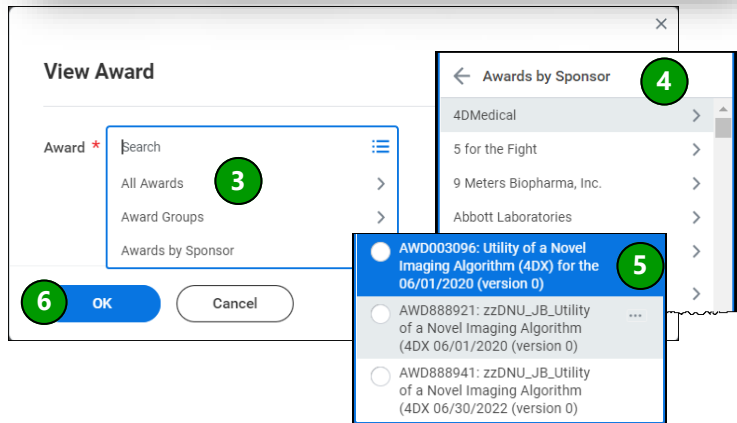
1. Type **View Award** into the search bar.
2. Select the **View Award Report**.
3. A new window will appear. You can choose to search for the specific award in the search box or select the **prompt** icon next to **Award**.

Note: You can also type the **Award Number** into the search bar.

4. A drop-down menu will appear. Choose the **appropriate option**.

5. A list of awards will appear. Select the **award you wish to view**. **Note:** Depending on your choice in step 4, the selection options may differ from what is shown.

6. Select **OK**.



View Award Contacts

1. Select **Award Lines**.
2. Select the **Grant** you want to view.
3. Select **"Roles"**
4. Select **"Role Assignee Count"**
5. **Download** the contact list as an **Excel File**

