MONTGOMERY COLLEGE

Create Software Request

Workday Job Aid for Employees

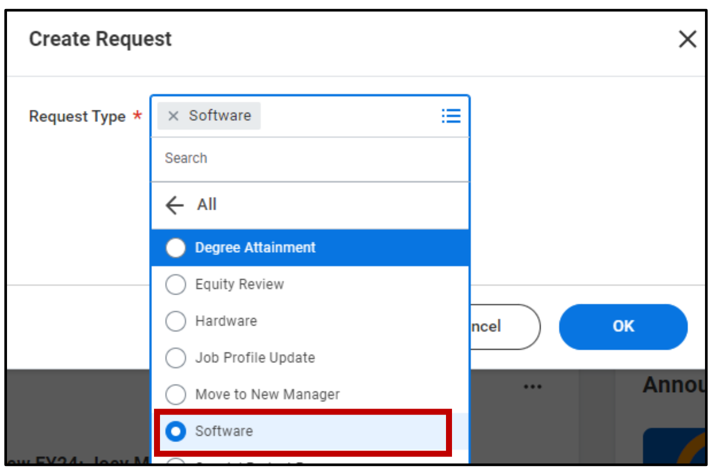
Overview

This job aid will provide instructions on creating a software request and looking up its status. The approval process is as follows:

Employee Request → Employee Manager → IT Campus Manager → IT Security → IT Resource Management

Create Software Request

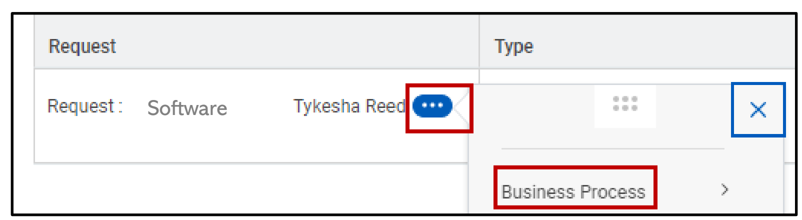
1. Log into Workday.
2. In the search bar, type **Create Request** and enter. Select the **Create Request Task**.
3. For the request type, select **All** and then click **Software**.



4. Next, answer all the questions and attach any documentation associated with this request (quotes, brochure, etc.). **Note:** An attachment is not required.
5. If you are ready to submit your request, click **Submit**. If not, click **Save for Later** to save or **Cancel** if you want to delete the request.
6. After submitting your request, you will receive a pop-up confirmation that it was submitted.

Check the Status of Software Requests

1. In the search bar, type **My Requests** and enter. Select the **My Requests Report.**
2. The My Requests screen appears with a listing of all your requests.
3. Go to the software request. In the Request column click the related actions button (three dots) and then click **Business Process.**



4. The View Event page will appear which lists the details of each step in the process and the overall status of the request.