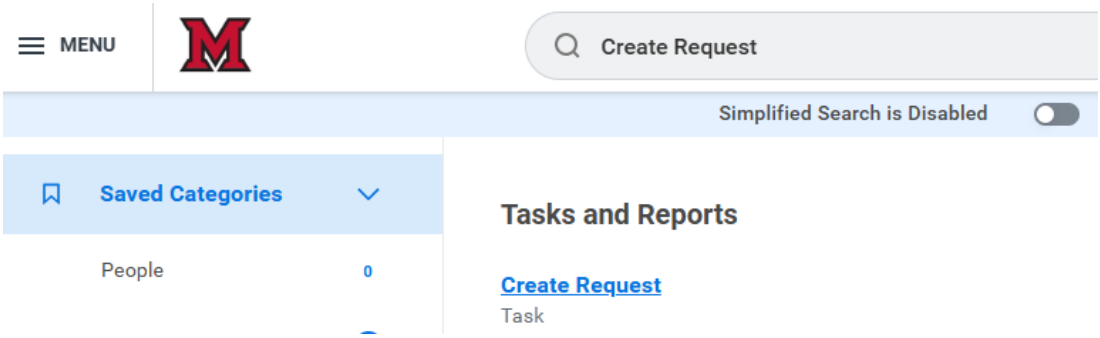
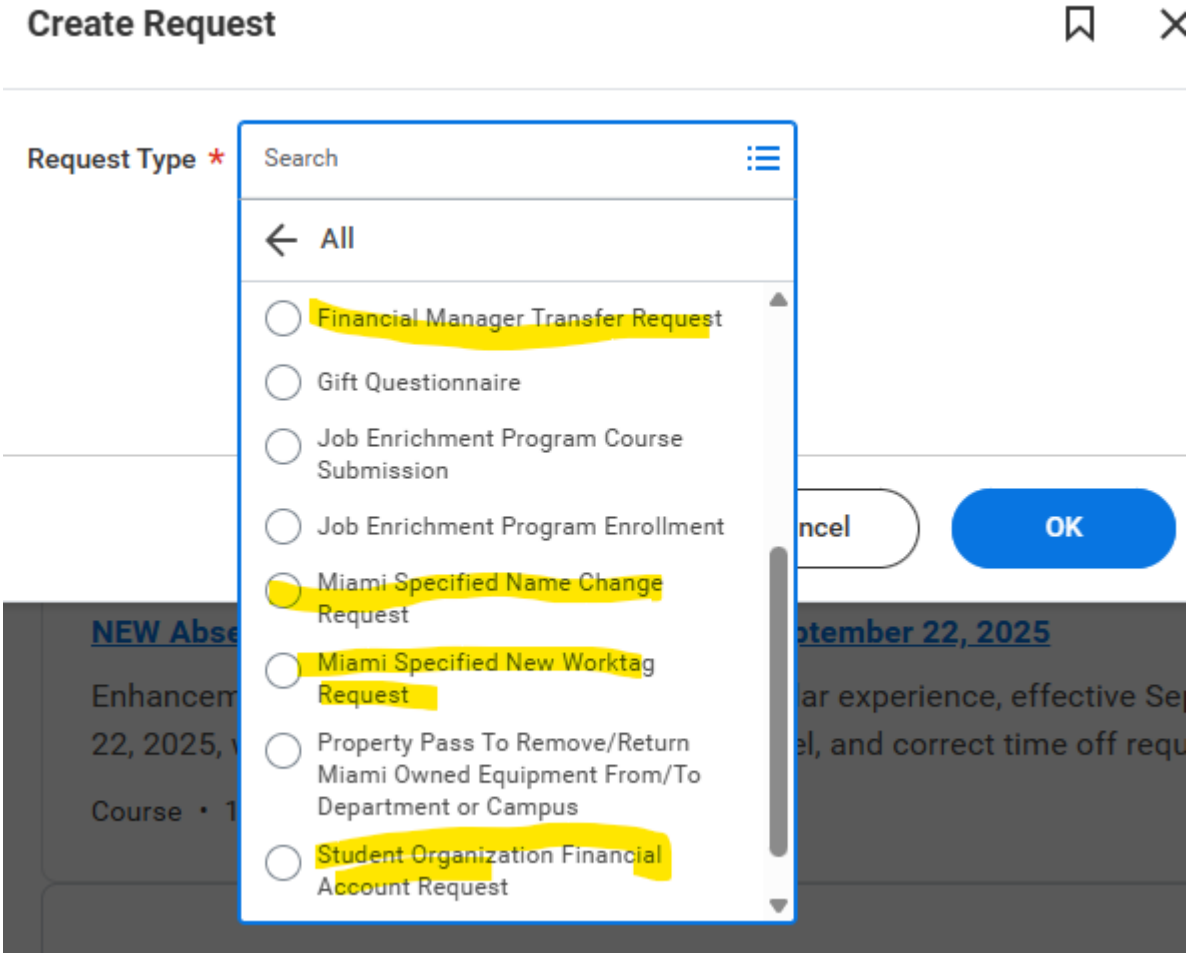
WORKDAY | CREATE REQUEST

Instructions to request a: 1) financial manager change, 2) new Miami Specified worktag, 3) name change for an existing Miami Specified worktag, or 4) new Student Organization Financial Account Request.

1. Enter **Create Request** in the main search bar in Workday and select link to the form that appears under Tasks and Reports.



2. Select Request Type **All** and the type of request needed (highlighted in yellow below).



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3. Follow the instructions in the form and complete the required information. Then select **Submit** at the bottom of the form to send the request to General Accounting for review. Attach any necessary supporting documentation.
4. Once General Accounting has reviewed and approved the request, a notification of approval will be submitted and returned to the request originator. The **Comments** field will include any new worktags and/or additional instructions from General Accounting.
5. Complete the instructions at the top of the notification and select "submit" to finalize the request.

