Student Help Guide
Collin Applicant Portal (in Workday)

The Collin Applicant Portal allows applicants to complete application requirements prior to being admitted to the College. These requirements can include answering additional questions, upload Visa or Passport credentials, and/or other documents related to F-1 student admissions. If you received an email with the subject line "Application received – additional action required" use this help guide to sign in to your Applicant Portal and complete any requirements.

1) Look for an email from collin@myworkday.com with the subject: Reset your password for your student account. Click the link in that email to create a password and sign into the Collin Applicant Portal.
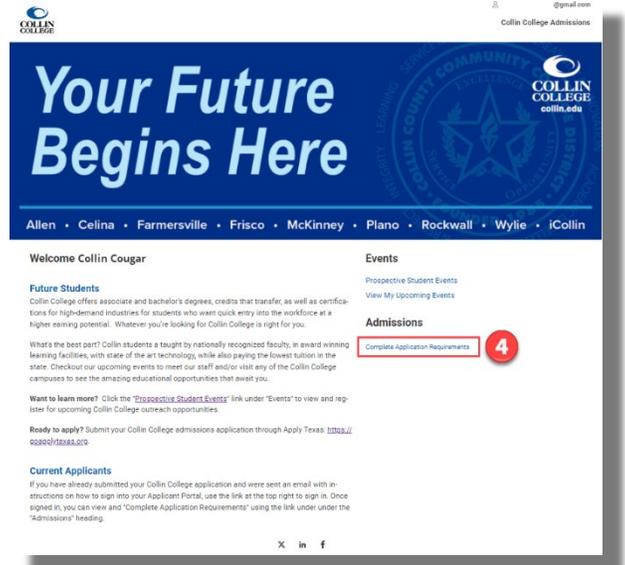

2) Choose a password. Once you have entered the password in both fields click the submit button.

3) From the Sign In screen, use the same email address you used to apply to Collin College and the password you created in step 2 to access your Applicant Portal.
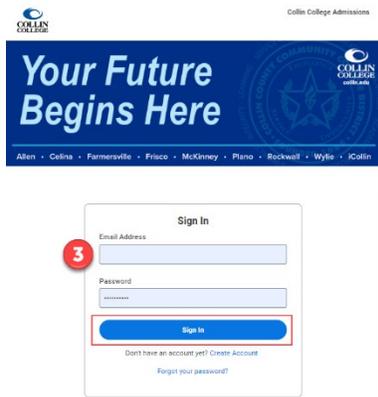
4) Click the "Complete Application Requirements" link under the "Admissions" heading.

5) Click the link under "Your Applications" for the term you are applying for to view and complete these requirements. You will then see under Application Requirements any Incomplete application requiremnts. Click the link for more information on what's needed to complete the requirement.