

Description: This guide instructs students on how to complete their onboarding tasks.

Applies to: Students

ONBOARDING IN WORKDAY

Each academic period you will have a **My Tasks** action item to complete your Onboarding tasks. These tasks may vary depending on your level and program of study. For more in depth information on how to complete these tasks, refer to the additional guides listed in the resource section at the end of this guide.

ACCESSING ONBOARDING TASKS

Go to **My Tasks** to begin the process: Select the inbox icon at the top right of your Workday home page. The My Task inbox will display. Select the task to complete. Begin by reading the instructions (in green text). Once you complete a task it will trigger the next task into your My Task inbox.



Awaiting Your Action

Student Onboarding: June Student -
 Accounting/Undergraduate (BSBA) - 08/28/2023 - Active
 My Tasks - 4 day(s) ago

[Go to My Tasks \(1\)](#)

ONBOARDING TASKS – ACKNOWLEDGE AND AGREE

Some Onboarding tasks require you to review documents or statements and then acknowledge that you have read the information.

1. Open the Onboarding task from the left-hand navigation pane. Review the general directions in green text.
 - a. Review all documents by clicking the blue link.
 - b. When you have read the document, check the **I Agree** box.
 - c. Then click **Submit**.

All Items

Q Search: All Items

[Advanced Search](#)

Student Onboarding: June Student

Accounting/Undergraduate (BSBA) - 08/28/2023 - Active

Review Documents

Review Documents for Student Onboarding: June Student - A
 accounting/Undergraduate (BSBA) - 08/28/2023 - Active

Review the attached document and acknowledge your agreement by clicking on the box. Once complete select the **Submit** button.

Documents

Document	Student Financial Responsibility Statement	a
Signature Statement	Please click below to acknowledge that you have read the documents and agree to the statement(s).	
I Agree	<input checked="" type="checkbox"/>	b

c

Submit
Save for Later
Cancel

2. You may receive a confirmation. Click the **Review** button or refresh your screen for the next task to begin.

You have submitted

Up Next: June Student | Make My Federal Student Aid Authorizations

[View Details](#)

Review



Note: Review additional document and authorization tasks in the same manner. The terminology could include “I Agree”, “I Authorize”, or “Yes, I have read and consent to the terms and conditions checkbox.”

ONBOARDING TASKS – COMPLETE FORM

Some Onboarding tasks require you to complete or update a form or information. For example, the **Review Contact and Personal Information** task requires you to update contact information of your emergency contact(s).

1. Select the Review and Update Contact, Personal and Emergency Contact Information task.

- a. Click **Edit** to add or update your information.
- b. Once completed, or if everything is correct, click **Approve**.

Email Address	Usage	Visibility
✉ SammieToybox@email.com	Home (Primary)	Private

ONBOARDING TASKS – ADDITIONAL ACTIONS

Some Onboarding tasks prompt you to take additional actions. For example, after entering the contact information for a friend or family member, you may choose to **Grant Third Party Access** permission to them.

1. Complete the Friends and Family contact information task. Navigate to the **Is Third Party User** checkbox.

- a. Check the **Third Party User** box on the contact information page.
 - You will get a prompt to select the permissions you would like to grant this contact.
 - For more information about Third Party Access, see the [Third Party Access Permissions](#) quick guide.

STUDENT SUPPORT NETWORK RESOURCES

Below are links to additional quick guides that may help with completing your Onboarding tasks.

- a. Update [Payment Election](#)
- b. Updating [Contact Information & Emergency Contacts](#)
- c. Updating [Personal Information](#)
- d. [Third Party Access Permissions](#)