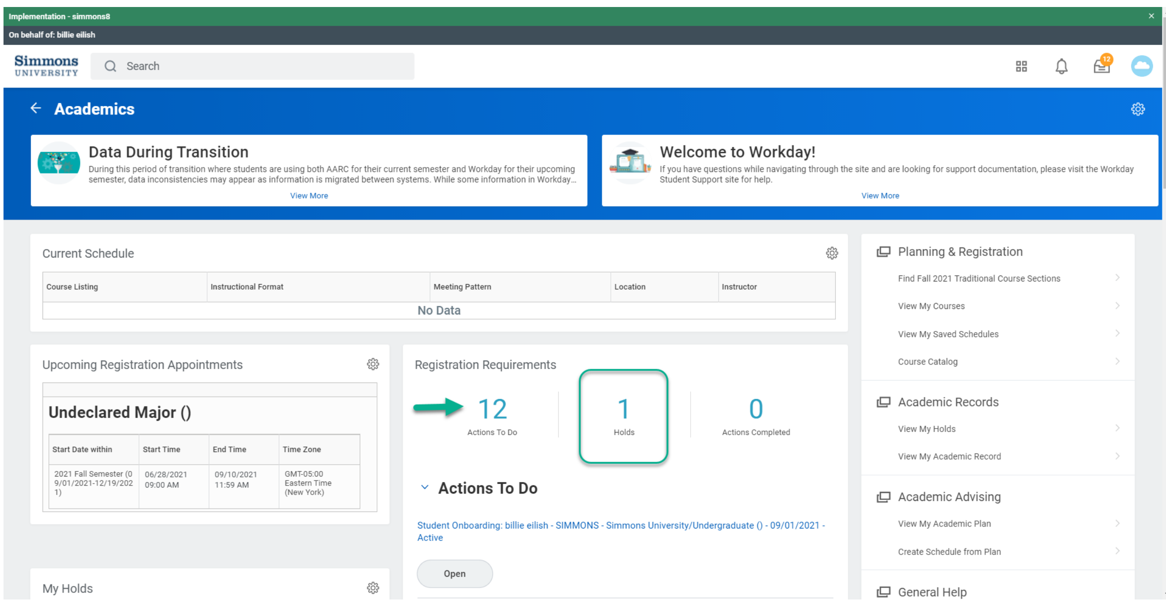
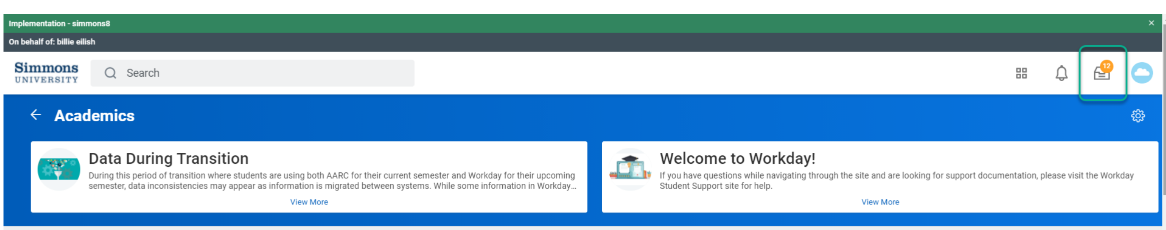
Semester Onboarding for Students

1. Go to workday.simmons.edu and log in using your Simmons email and password. You will have a Student Onboarding Hold on your account which you can see by going into Academics and scrolling down to the Holds section of the page. Onboarding must be completed in order to remove this hold.



2. You can see the number of tasks you have left to complete on the taskbar at the top. Click on it to go to Inbox.

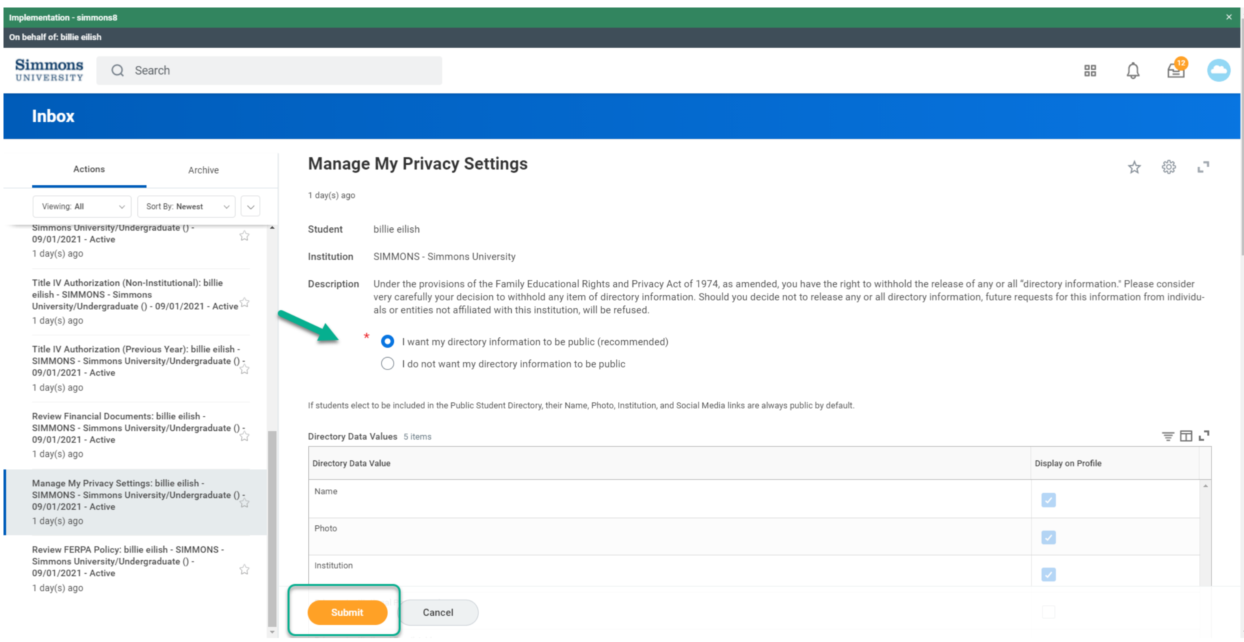


A complete list of all your required tasks will appear on the next page.

ONBOARDING TASKS

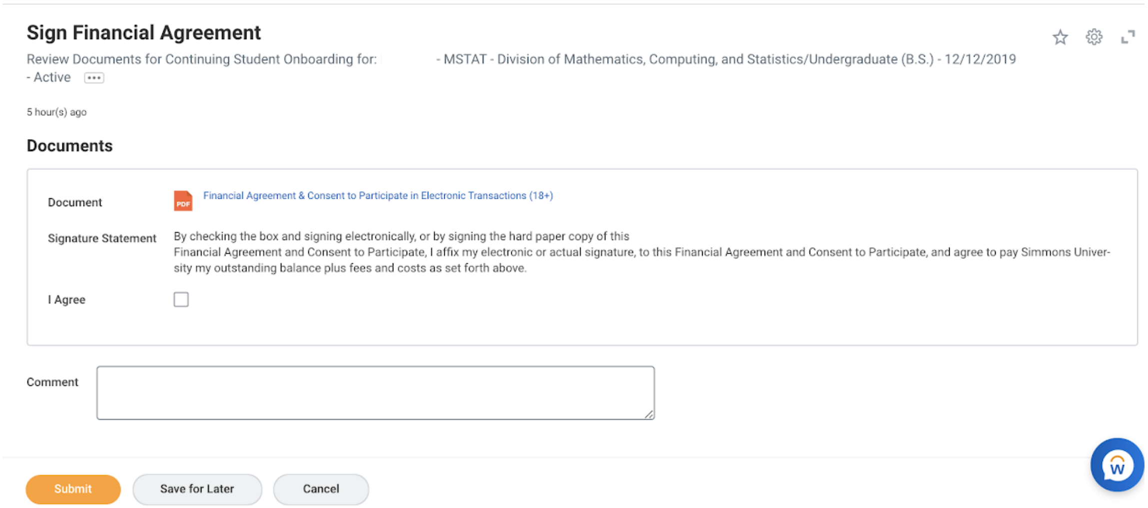
1. Manage My Privacy Settings
2. Sign Financial Agreement
3. Review FERPA Policy
4. Review Emergency Alert Contact Methods
5. Simmons University Code of Conduct
6. Review Personal Information
7. Review Home Contact Information
8. Emergency Contacts, Friends and Family

- ## Manage My Privacy Settings



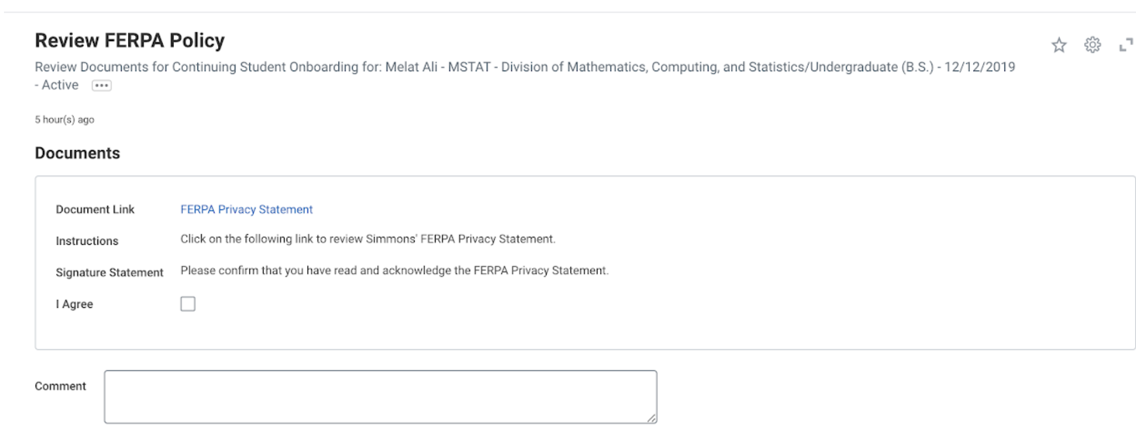
- Click on the task titled Manage My Privacy Settings
- Select the applicable box
- Click Submit
- Once you've submitted, the task will show a confirmation page.

- Sign Financial Agreement



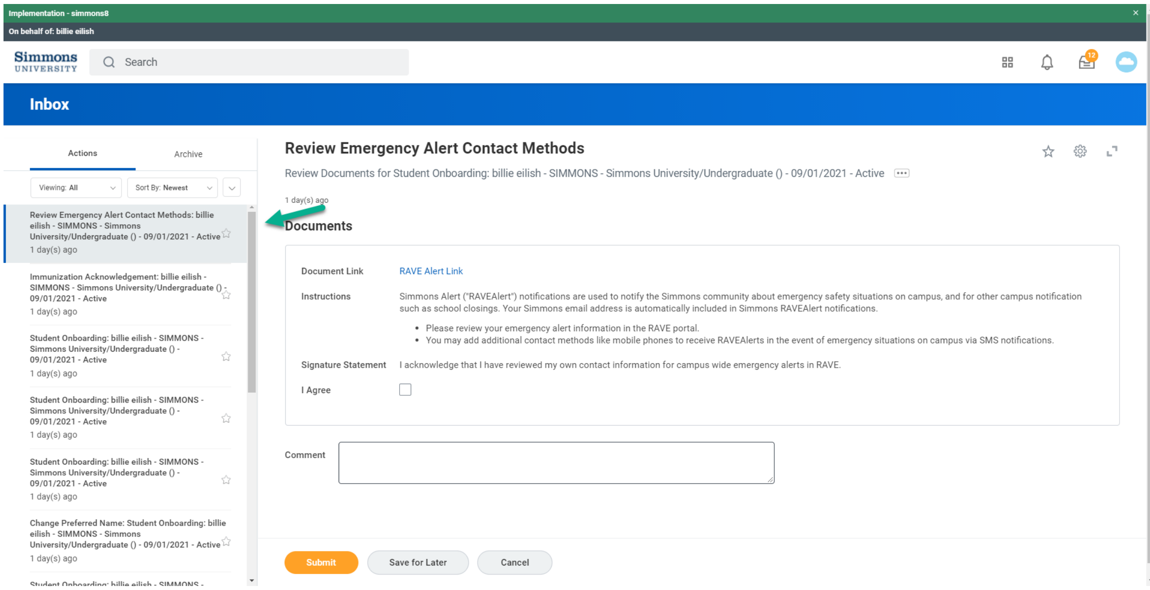
  - Click on the task titled Sign Financial Agreement
  - Read the Financial Agreement then check the I Agree box to confirm.
  - Click Submit
  - Once you've submitted, the task will show a confirmation page.

- Review FERPA Policy

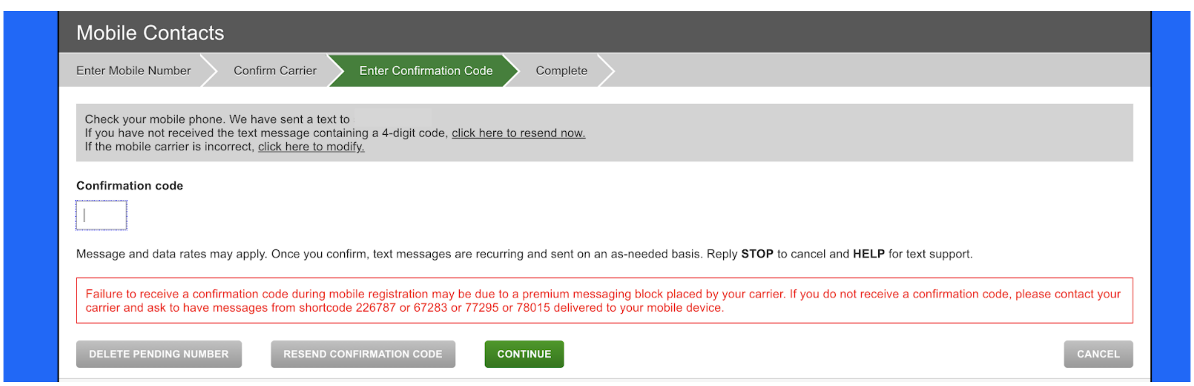


  - Click on the task titled Review FERPA Policy
  - Read the FERPA Privacy Statement then check the I Agree box to confirm.
  - Click Submit
  - Once you've submitted, the task will show a confirmation page.

- Review Emergency Alert Contact Methods

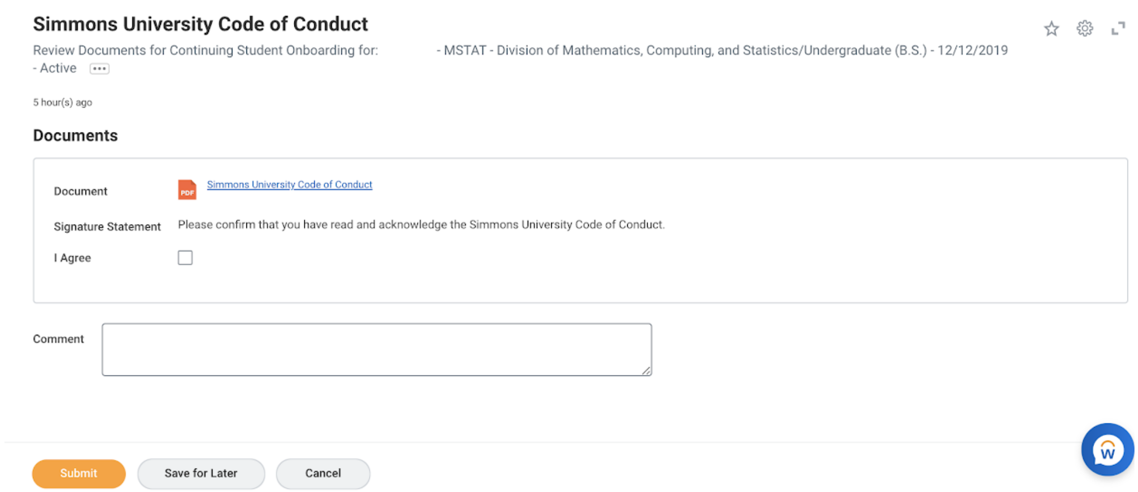


  - Click on the task titled Review Emergency Alert Contact Methods
  - Click on the RAVE Alert Link
  - You will be redirected to the Rave Site where you will be asked to read the Terms of Service and confirm your phone number



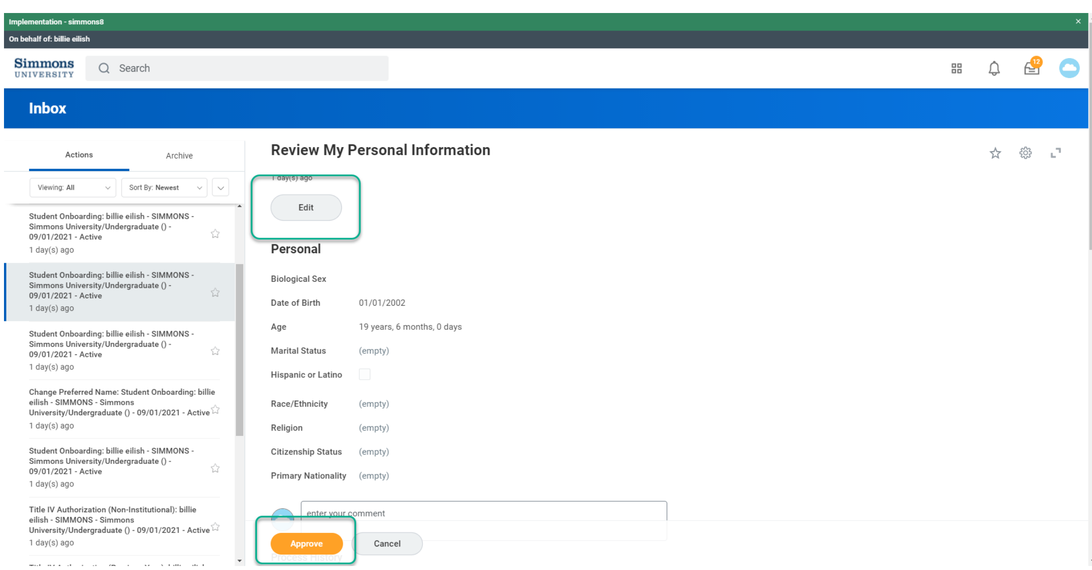
  - Once you've confirmed your number, go back to the Workday page, check the I Agree box and click Submit.
  - The task will show a confirmation page.

- Simmons University Code of Conduct

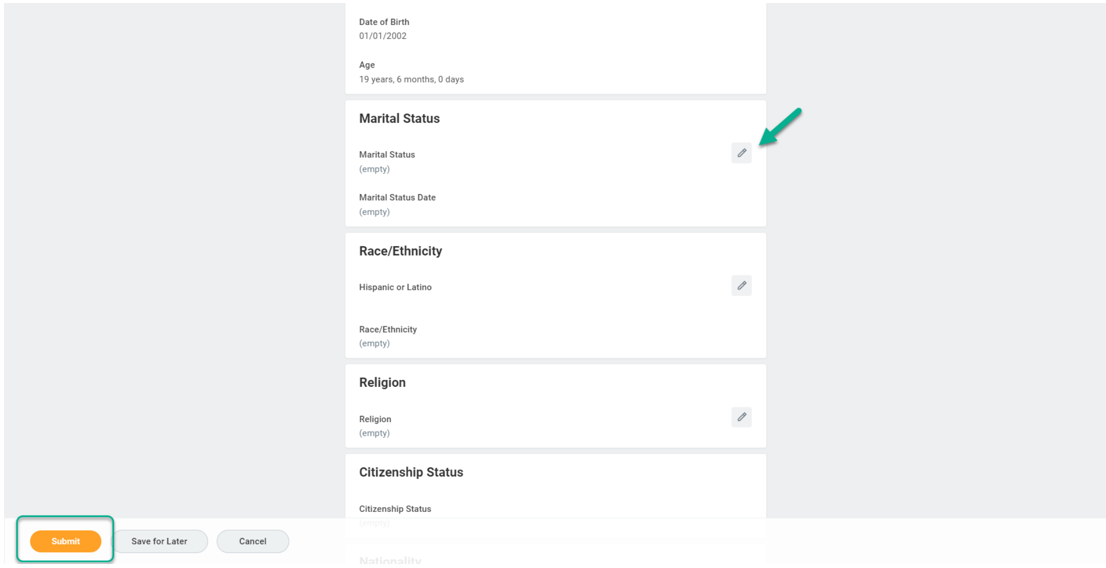


  - Click on the task titled Simmons University Code of Conduct
  - Read the Code of Conduct then check the I Agree box to Confirm
  - Click Submit
  - The task will show a confirmation page.

- Review Personal Information

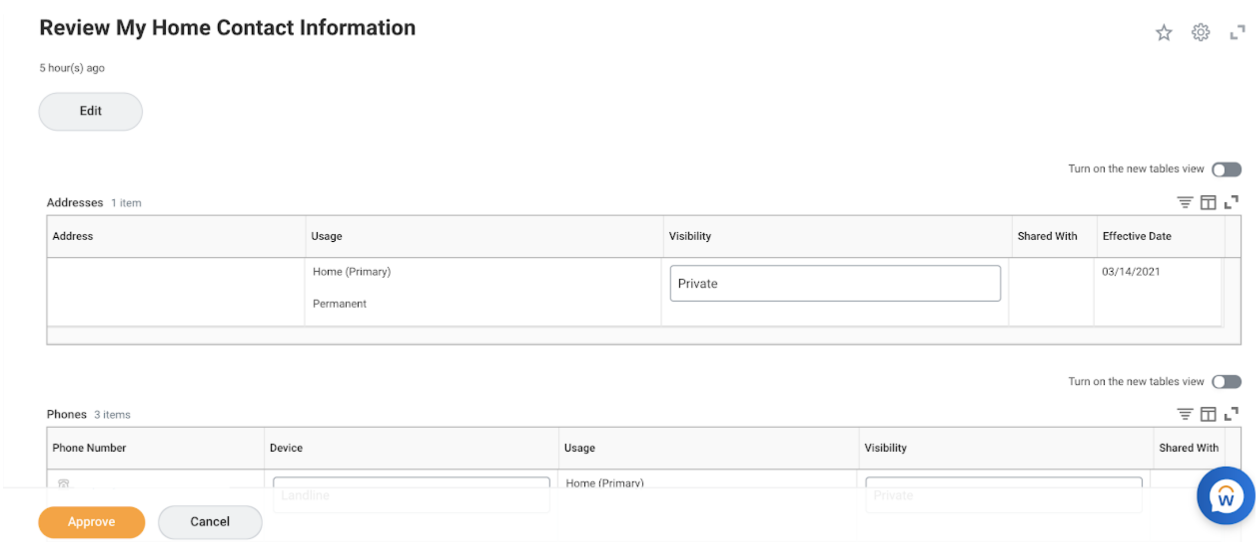


  - Click on the task titled Review Personal Information.
  - Click on the Edit symbol to make any updates or changes. Make sure you fill in all the fields with the red asterisk.



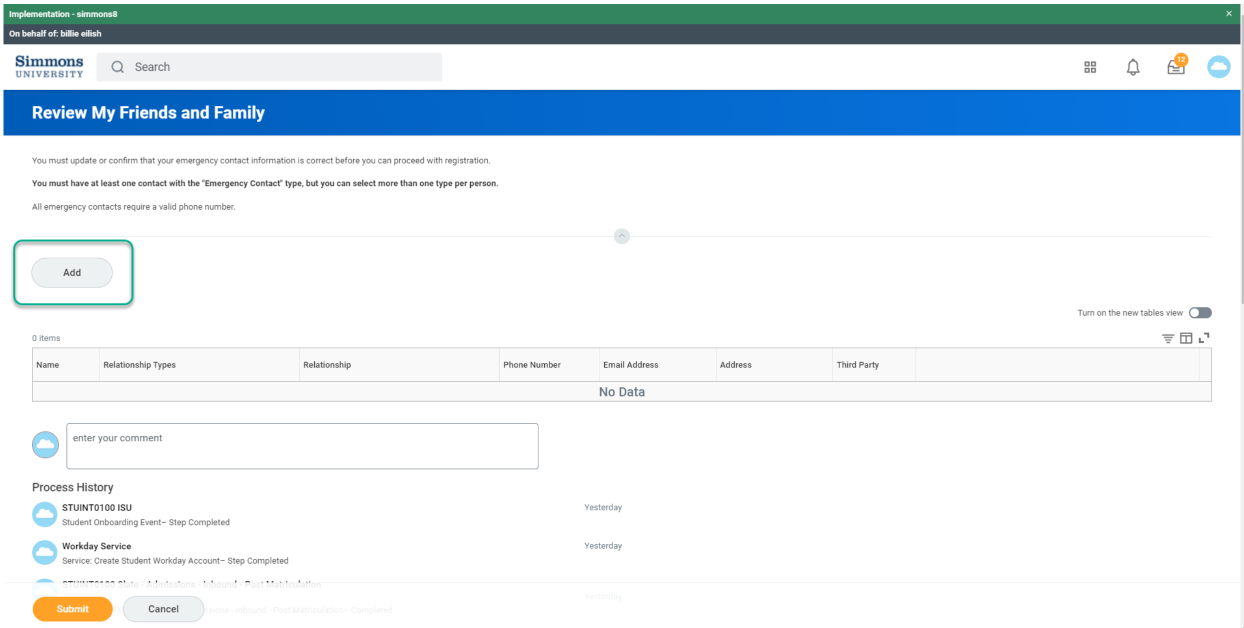
- Once you’ve confirmed all the information, click Submit
- The task will show a confirmation page.

- Review Home Contact Information

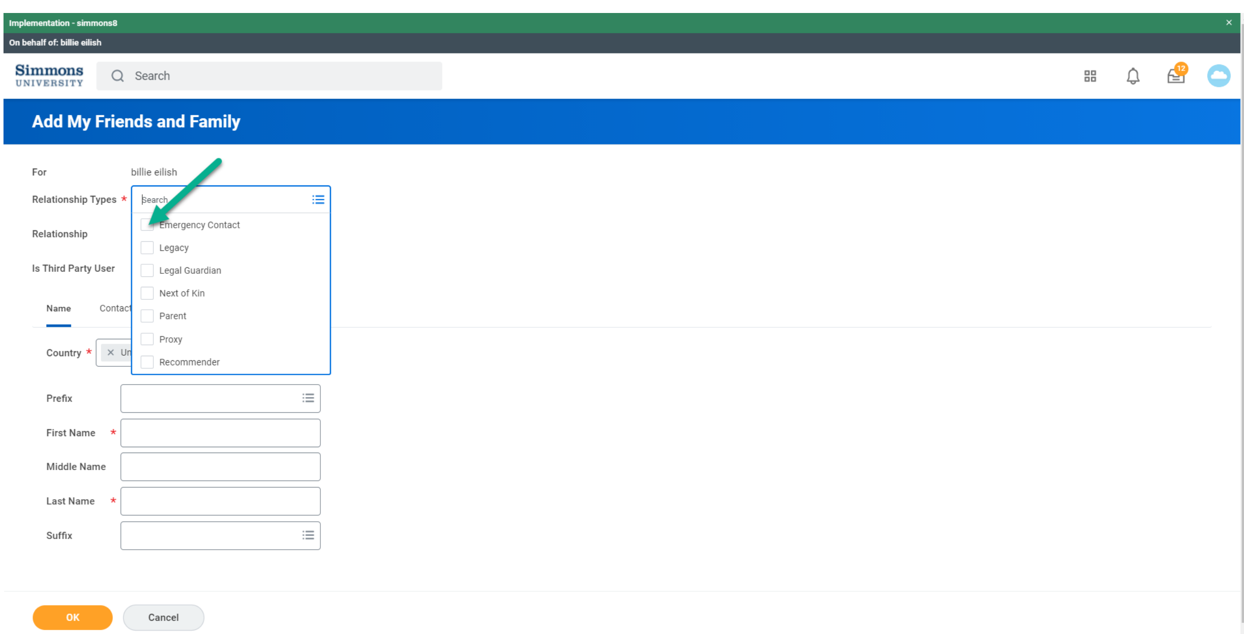


- Click on the task titled Review Home Contact Information
- Click Edit to make any updates or changes
- Once you’ve confirmed all the information, click Submit
- The task will show a confirmation page.

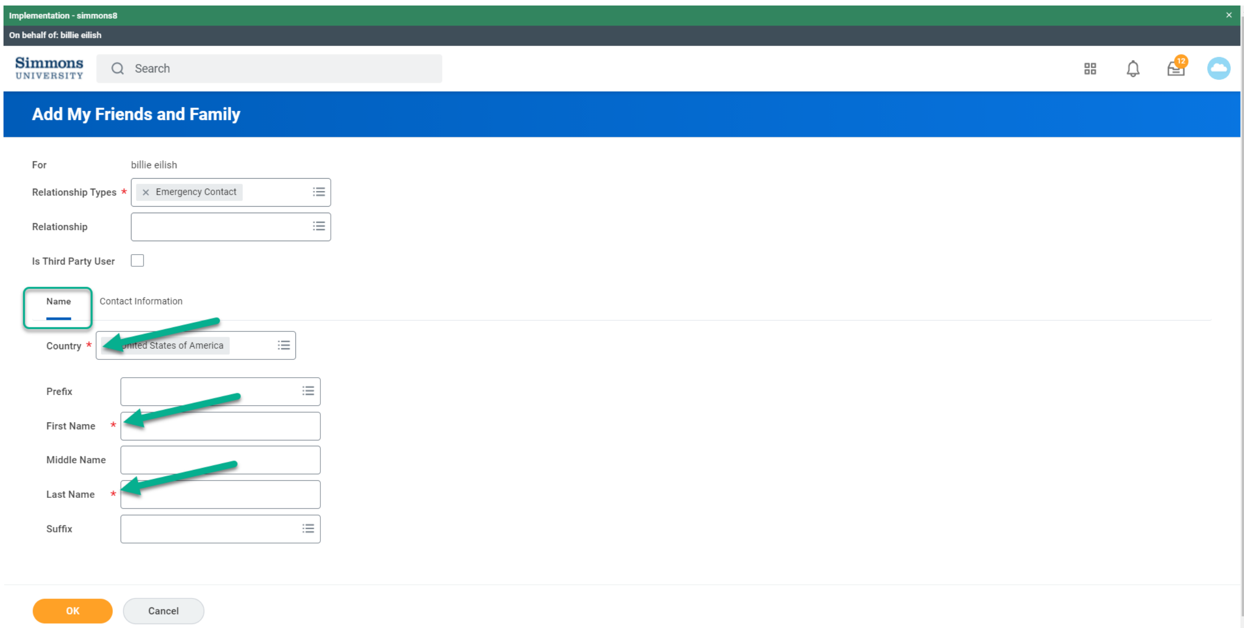
- Emergency Contacts, Friends and Family



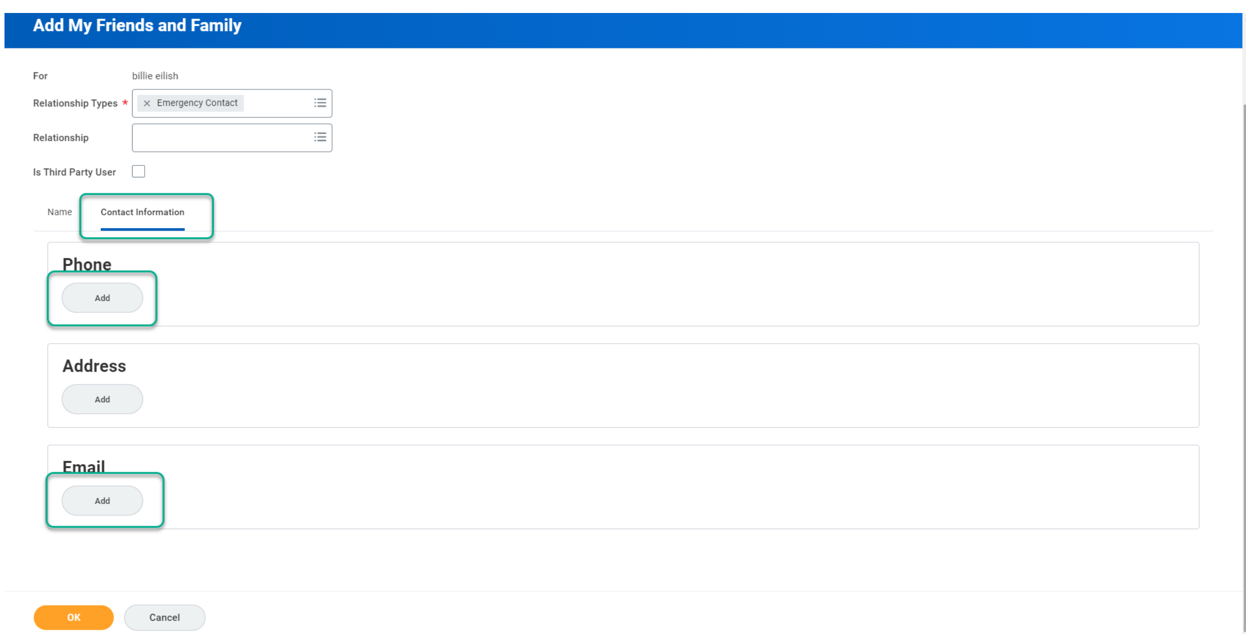
  - Click on the task titled Emergency Contacts, Friends and Family
  - Click Add to add your Contacts
  - You will be redirected to a page where you will be asked to input information about your contacts.
  - At least one of your contacts needs to have the relationship type of 'Emergency Contact'

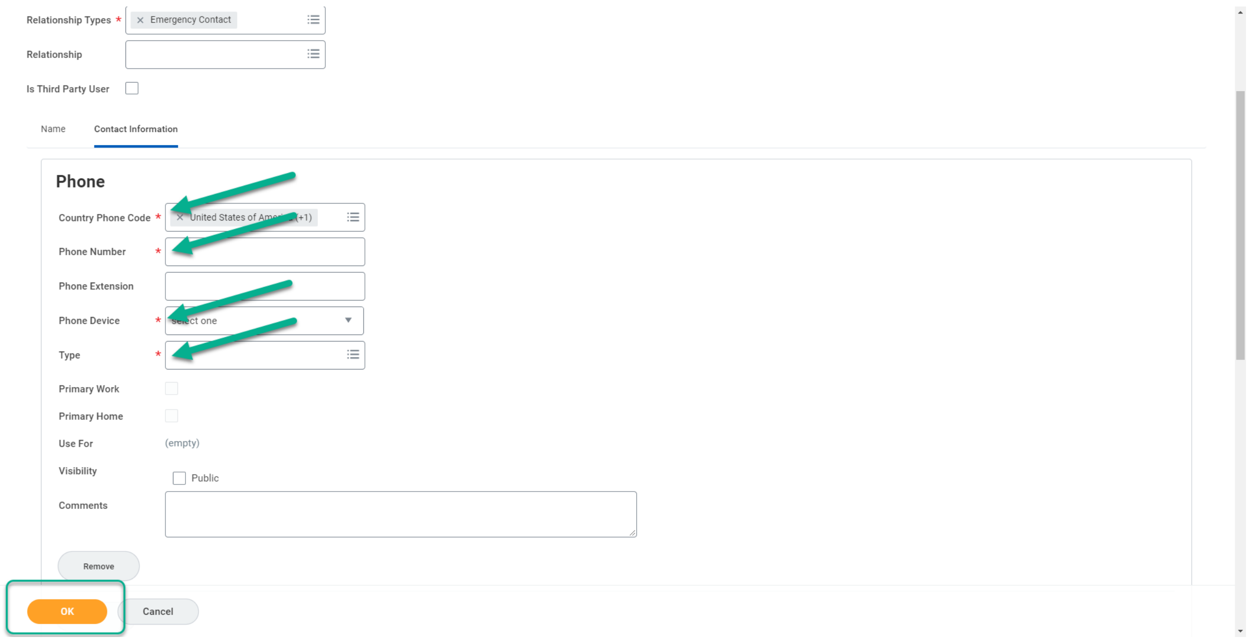


- Make sure to fill in both the Name and Contact Information tabs. *All the fields with red asterisks are required.*



- In the Contact Information tab, you have to fill in both the Phone and Email sections by clicking the Add button.

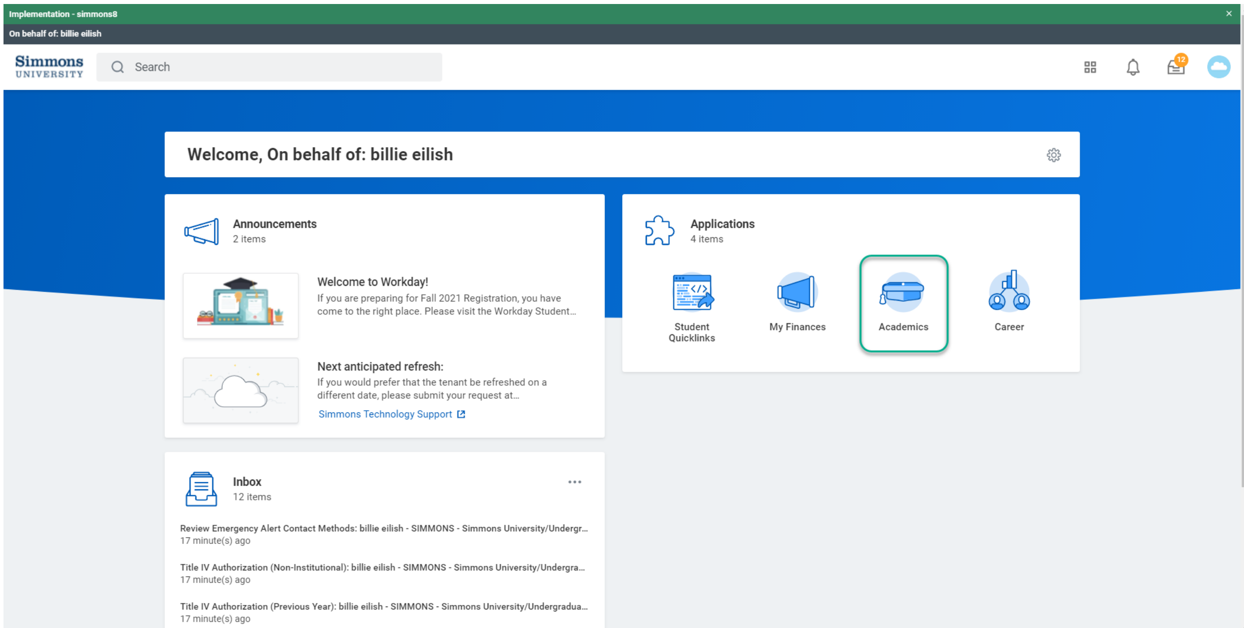




- Click OK then Submit.
- The task will show a confirmation page.

You can click Save for Later if you would like to complete the task at a later date.

Alternatively, you can click on Academics to see all the Onboarding tasks in the Registration Requirements section.



Your tasks will be under Actions to Do.