

Onboarding for Continuing Students

1. Go to workday.simmons.edu
2. Login using your Simmons username and password
3. In the Inbox section of the front page, you will have a list of items to complete for Onboarding
Click on Go to Inbox

The screenshot shows the Workday dashboard interface. At the top left, it says "Welcome," followed by a gear icon. The main content area is divided into two columns. The left column has an "Announcements" section with 1 item, featuring a "Welcome to Workday!" message. Below that is an "Inbox" section with 8 items, listing tasks like "Review Personal Information" and "Review Home Contact Information". A blue button labeled "Go to Inbox" is positioned at the bottom of the inbox list. The right column has an "Applications" section with 8 items, represented by icons for Academics, Pay, My Requisitions, Expenses, Time, Personal Information, Directory, and Career.

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

4. You can see the number of tasks you have left to complete on the taskbar at the top.

The screenshot shows the Simmons University taskbar. On the left is the Simmons University logo. Next to it is a search bar with a magnifying glass icon and the text "Search". On the right side of the taskbar are several icons: a grid icon, a speech bubble icon, a bell icon with a red notification bubble containing the number "3", a document icon with a red notification bubble containing the number "8", and a blue circular profile icon.

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

This screenshot is identical to the previous one, showing the Workday dashboard. However, the "Academics" icon in the "Applications" section is highlighted with a blue border, indicating it is the selected option.

6. Your tasks will be under Actions to Do

Registration Requirements

8 Actions To Do	1 Holds	0 Actions Completed
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▼ **Actions To Do**

Review Documents for Continuing Student Onboarding for: - MSTAT - Division of Mathematics, Computing, and Statistics/Undergraduate (B.S.) - 12/12/2019 - Active

Simmons University Code of Con...

Review Documents for Continuing Student Onboarding for: - MSTAT - Division of Mathematics, Computing, and Statistics/Undergraduate (B.S.) - 12/12/2019 - Active

Review Emergency Alert Contact ...

Continuing Student Onboarding for: - MSTAT - Division of Mathematics, Computing, and Statistics/Undergraduate (B.S.) - 12/12/2019 - Active

7. You will have a Student Onboarding Hold on your account which you can see on the Holds section of the page

▼ **Holds**

Full Registration - Student Onboarding Hold

Please complete all inbox items to release registration hold.

Onboarding Tasks

1. [Continuing Student Onboarding](#)
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](#)

● Continuing Student Onboarding

Manage My Privacy Settings

5 hour(s) ago



Student

Institution SIMMONS - Simmons University

Description Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the release of any or all "directory information." Please consider very carefully your decision to withhold any item of directory information. Should you decide not to release any or all directory information, future requests for this information from individuals or entities not affiliated with this institution, will be refused.

- I want my directory information to be public (recommended)
- I do not want my directory information to be public

- Click on the task titled Continuing Student Onboarding
- Select the applicable box
- Click Submit
- Once you've submitted, the task will show a confirmation page

Step Completed

Continuing Student Onboarding for: - MSTAT - Division of Mathematics, Computing, and Statistics/Undergraduate (B.S.) - 12/12/2019 - Active



5 hour(s) ago

Up Next

Sign Financial Agreement

Review Documents

> Details and Process

Others Awaiting My Action

Continuing Student Onboarding for: - MSTAT - Division of Mathematics, Computing, and Statistics/Undergraduate (B.S.) - 12/12/2019 - Active

● Sign Financial Agreement

Sign Financial Agreement

Review Documents for Continuing Student Onboarding for: - MSTAT - Division of Mathematics, Computing, and Statistics/Undergraduate (B.S.) - 12/12/2019 - Active



5 hour(s) ago

Documents

Document	Financial Agreement & Consent to Participate in Electronic Transactions (19*)
Signature Statement	By checking the box and signing electronically, or by signing the hard paper copy of this Financial Agreement and Consent to Participate, I affix my electronic or actual signature, to this Financial Agreement and Consent to Participate, and agree to pay Simmons University my outstanding balance plus fees and costs as set forth above.
I Agree	<input type="checkbox"/>

Comment

Submit

Save for Later

Cancel



- 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

Review FERPA Policy

Review Documents for Continuing Student Onboarding for: Melat Ali - MSTAT - Division of Mathematics, Computing, and Statistics/Undergraduate (B.S.) - 12/12/2019
- Active ⋮

5 hour(s) ago

Documents

Document Link	FERPA Privacy Statement
Instructions	Click on the following link to review Simmons' FERPA Privacy Statement.
Signature Statement	Please confirm that you have read and acknowledge the FERPA Privacy Statement.
I Agree	<input type="checkbox"/>

Comment

- 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

Review Emergency Alert Contact Methods

Review Documents for Continuing Student Onboarding for: - MSTAT - Division of Mathematics, Computing, and Statistics/Undergraduate (B.S.) - 12/12/2019
- Active ⋮

5 hour(s) ago

Documents

Document Link	RAVE Alert Link
Instructions	Simmons Alert ("RAVEAlert") notifications are used to notify the Simmons community about emergency safety situations on campus, and for other campus notification such as school closings. Your Simmons email address is automatically included in Simmons RAVEAlert notifications. <ul style="list-style-type: none">• Please review you emergency alert information in the RAVE portal.• You may add additional contact methods like mobile phones to receive RAVEAlerts in the event of emergency situations on campus via SMS notifications.
Signature Statement	I acknowledge that I have reviewed my own contact information for campus wide emergency alerts in RAVE.
I Agree	<input type="checkbox"/>

Comment



- 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

Mobile Contacts

Enter Mobile Number > Confirm Carrier > **Enter Confirmation Code** > Complete >

Check your mobile phone. We have sent a text to
If you have not received the text message containing a 4-digit code, [click here to resend now](#).
If the mobile carrier is incorrect, [click here to modify](#).

Confirmation code

Message and data rates may apply. Once you confirm, text messages are recurring and sent on an as-needed basis. Reply **STOP** to cancel and **HELP** for text support.

Failure to receive a confirmation code during mobile registration may be due to a premium messaging block placed by your carrier. If you do not receive a confirmation code, please contact your carrier and ask to have messages from shortcode 226787 or 67283 or 77295 or 78015 delivered to your mobile device.

- 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

Simmons University Code of Conduct

Review Documents for Continuing Student Onboarding for:
- Active ...

- MSTAT - Division of Mathematics, Computing, and Statistics/Undergraduate (B.S.) - 12/12/2019



5 hour(s) ago

Documents

Document	Simmons University Code of Conduct
Signature Statement	Please confirm that you have read and acknowledge the Simmons University Code of Conduct.
I Agree	<input type="checkbox"/>

Comment



- 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

Review My Personal Information

5 hour(s) ago

Personal

Gender

Date of Birth

Age

Marital Status

Hispanic or Latino

Race/Ethnicity

Religion

Citizenship Status

- Click on the task titled Review Personal 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

- Review Home Contact Information

Review My Home Contact Information



5 hour(s) ago

Edit

Turn on the new tables view

Addresses 1 item



Address	Usage	Visibility	Shared With	Effective Date
	Home (Primary) Permanent	Private		03/14/2021

Turn on the new tables view

Phones 3 items



Phone Number	Device	Usage	Visibility	Shared With
	Landline	Home (Primary)	Private	

Approve

Cancel



- 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

Review My Friends and Family



5 hour(s) ago

You must update or confirm that your emergency contact information is correct before you can proceed with registration. All emergency contacts require a valid phone number.

Add

Turn on the new tables view

2 items



Name	Relationship Types	Relationship	Phone Number	Email Address	Address	Third Party

Done



- 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.

Add My Friends and Family

Friends and Family

For

Relationship Types

Relationship

Is Third Party User

Name Contact Information

Country United States of America

Prefix

First Name

Middle Name

Last Name

Suffix

Done

- Make sure to fill in both the Name and Contact Information tabs
- Click Done 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.