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

   Welcome,

   Announcements
   1 item

   Welcome to Workday!
   If you are preparing for Fall 2021 Registration, you have come to the right place. Please visit the Workday Student...

   Inbox
   8 items
   Go to Inbox

   Review Personal Information:
   - MSTAT - Division of Mathematics, Computing, and Statl...
   5 hour(s) ago

   Review Home Contact Information:
   - MSTAT - Division of Mathematics, Computing, and...
   5 hour(s) ago

   Emergency Contacts, Friends and Family:
   - MSTAT - Division of Mathematics, Computin...
   5 hour(s) ago

   Applications
   8 items

   Academics
   Pay
   My Requisitions
   Expenses

   Time
   Personal Information
   Directory
   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.

   Welcome,

   Announcements
   1 item

   Welcome to Workday!
   If you are preparing for Fall 2021 Registration, you have come to the right place. Please visit the Workday Student...

   Applications
   8 items

   Academics
   Pay
   My Requisitions
   Expenses

5. Alternately, you can click on Academics to see all the Onboarding tasks in the Registration Requirements section
6. Your tasks will be under Actions to Do

<table>
<thead>
<tr>
<th>Registration Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
</tr>
<tr>
<td>Actions To Do</td>
</tr>
</tbody>
</table>

- **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 Conduct
  - Review Emergency Alert Contact Methods

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

<table>
<thead>
<tr>
<th>Holds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Registration - Student Onboarding Hold</td>
</tr>
</tbody>
</table>

Please complete all inbox items to release registration hold.

### Onboarding Tasks

1. Continue 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
6 hours 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 hours ago

Up Next
Sign Financial Agreement

Others Awaiting My Action
Continuing Student Onboarding for MSTAT - Division of Mathematics, Computing, and Statistics/Undergraduate (B.S.) - 12/12/2019 - Active
5 hours ago

● Sign Financial Agreement

Sign Financial Agreement
5 hours ago

Documents

Document
Signature Statement
By checking the box and signing electronically, or by signing the hard 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

Comment

○ 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

Simmons University Code of Conduct

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

Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Simmons University Code of Conduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature Statement</td>
<td>Please confirm that you have read and acknowledge the Simmons University Code of Conduct.</td>
</tr>
<tr>
<td>I Agree</td>
<td></td>
</tr>
</tbody>
</table>

Comment

Submit | Save for Later | Cancel

○ 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

Edit

Personal

Gender

Date of Birth
Age
Marital Status
Hispanic or Latino
Race/Ethnicity
Religion
Citizenship Status

Approve | Cancel

○ 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 hours ago

○ 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 hours 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.

○ 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.