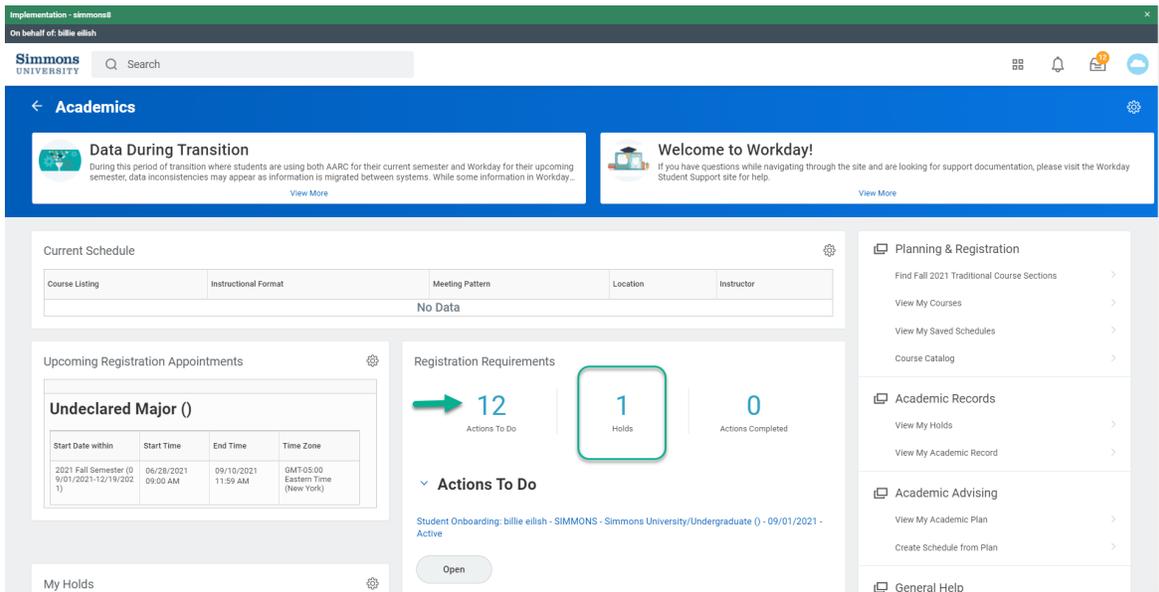


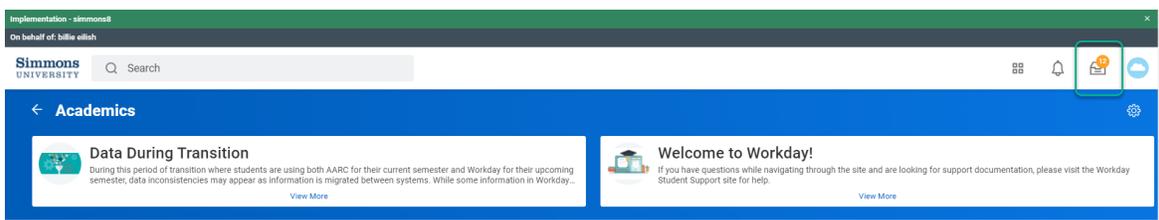
Semester Onboarding for Students

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.



The screenshot shows the Workday Simmons University Academics page. At the top, there is a navigation bar with the Simmons University logo and a search bar. Below this, the page is divided into several sections. On the left, there is a 'Current Schedule' section with a table showing 'No Data'. Below that is an 'Upcoming Registration Appointments' section with a table for 'Undeclared Major ()'. In the center, there is a 'Registration Requirements' section with a progress indicator showing 12 Actions To Do, 1 Hold (highlighted with a green box), and 0 Actions Completed. Below this is an 'Actions To Do' section with a link to 'Student Onboarding: billie ellish - SIMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active' and an 'Open' button. On the right, there is a 'Planning & Registration' sidebar with links to 'Find Fall 2021 Traditional Course Sections', 'View My Courses', 'View My Saved Schedules', and 'Course Catalog'. Below that is an 'Academic Records' sidebar with links to 'View My Holds' and 'View My Academic Record'. At the bottom of the sidebar is a 'General Help' link.

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.



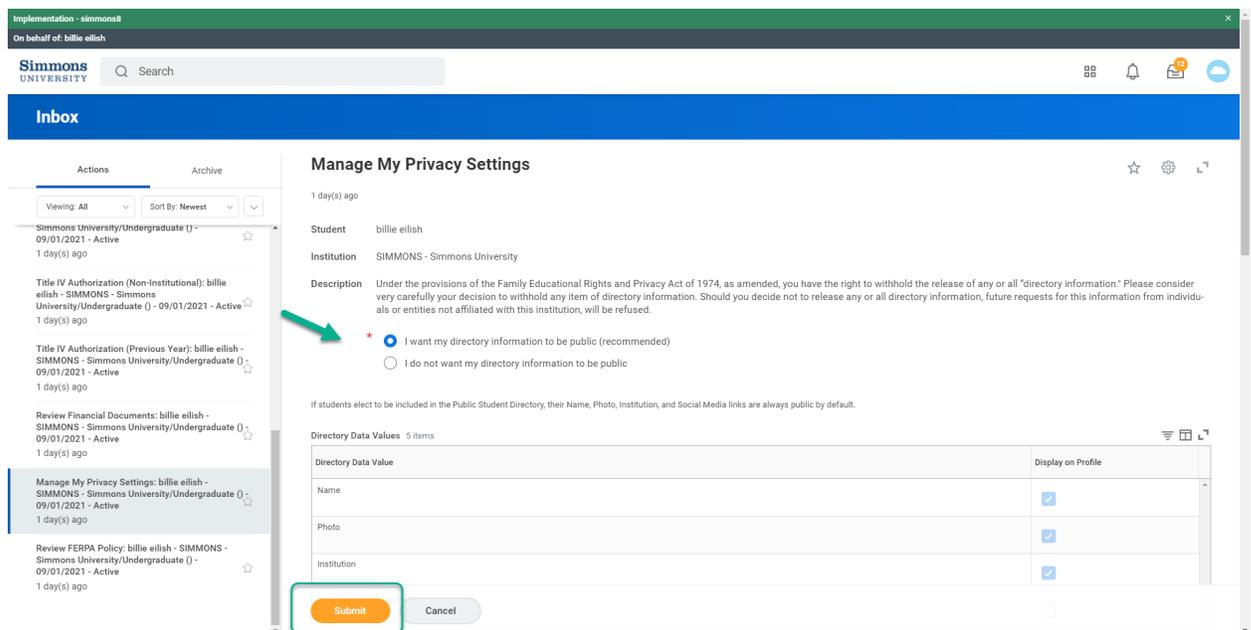
This screenshot is identical to the one above, but with a red box highlighting the taskbar icon in the top right corner of the page. The taskbar icon shows a document with a red notification badge, indicating that there are tasks to be completed.

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.

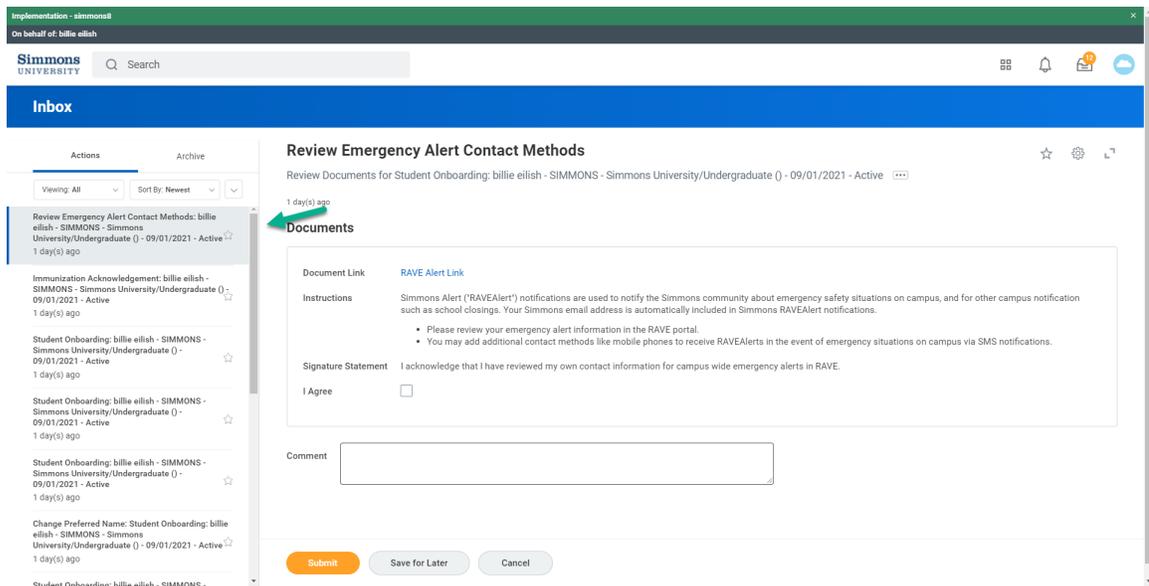
- Sign Financial Agreement

- 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.

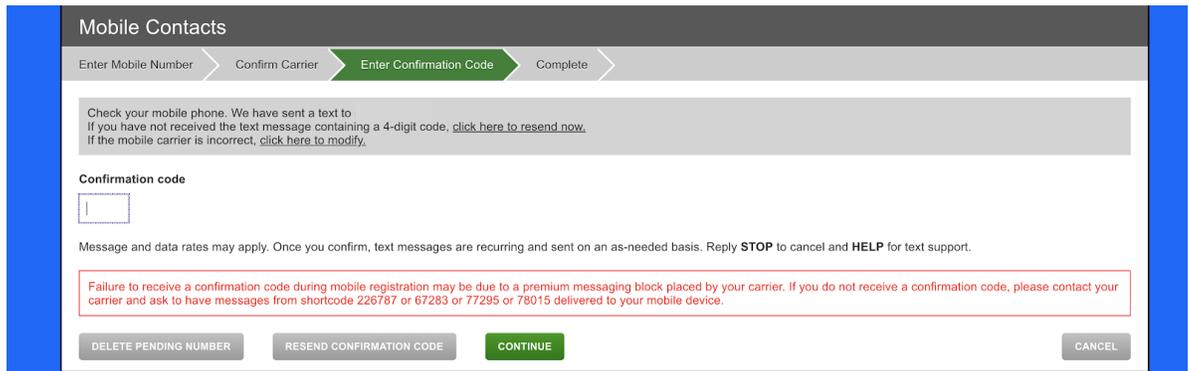
- Review FERPA Policy

- 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

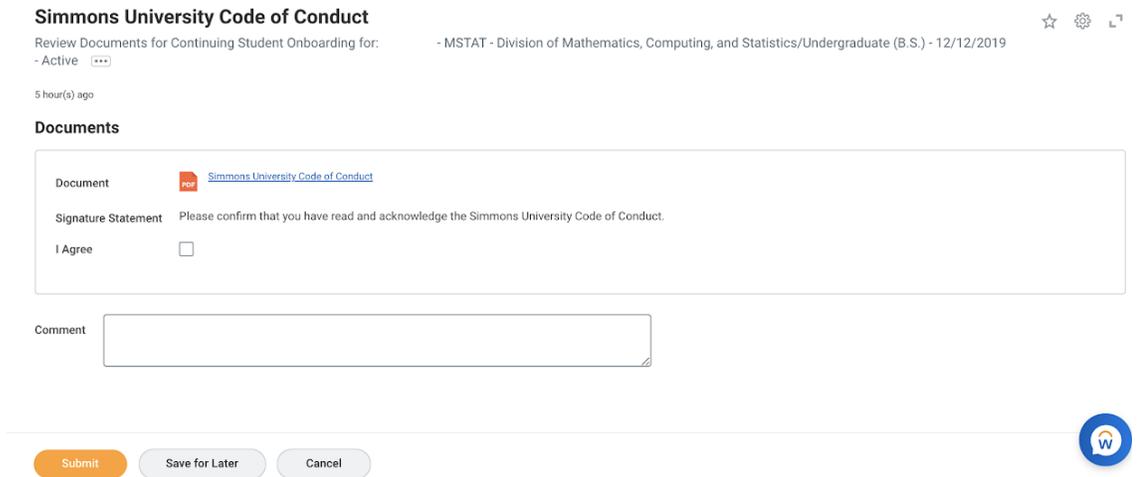


- Click on the task titled Review Emergency Alert Contact Methods
- Click on the RAVE Alert Link
- You will be redirected to the Rave Site where you will be asked to read the Terms of Service and confirm your phone number



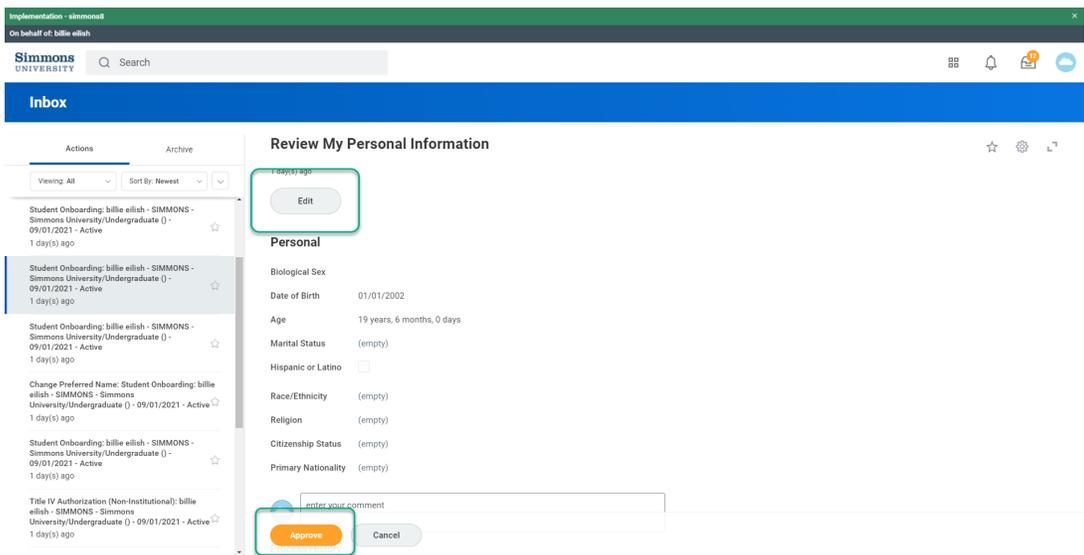
- Once you've confirmed your number, go back to the Workday page, check the I Agree box and click Submit.
- The task will show a confirmation page.

- 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.

Date of Birth
01/01/2002

Age
19 years, 6 months, 0 days

Marital Status

Marital Status
(empty) 

Marital Status Date
(empty)

Race/Ethnicity

Hispanic or Latino 

Race/Ethnicity
(empty)

Religion

Religion
(empty) 

Citizenship Status

Citizenship Status
(empty)

Submit Save for Later Cancel

- 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

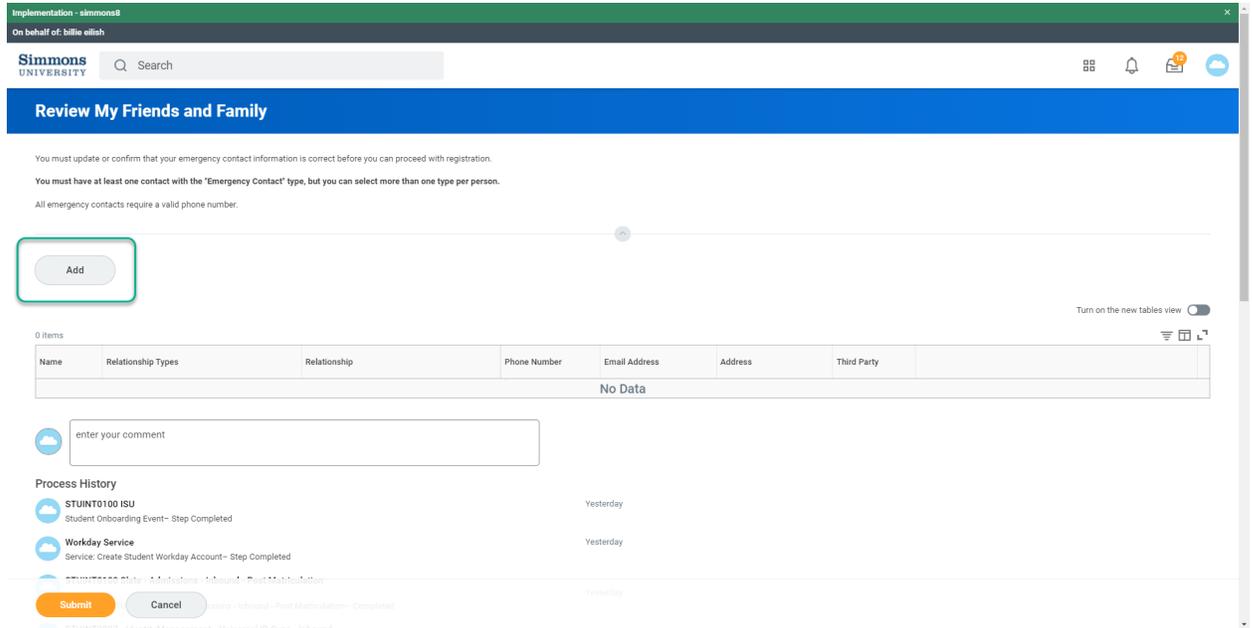


Phone Number	Device	Usage	Visibility	Shared With
	Landline	Home (Primary)	Private	

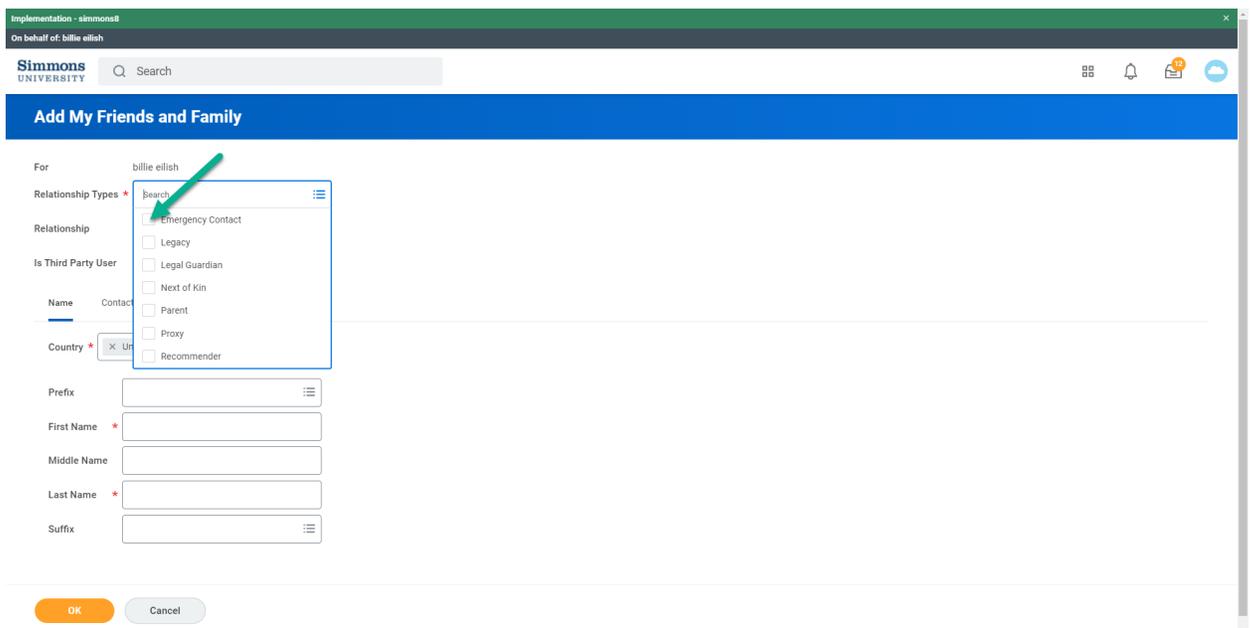
Approve Cancel 

- 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



- 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.*

The screenshot shows the 'Add My Friends and Family' form in the 'Name' tab. The form is for 'billie ellish' and has 'Emergency Contact' selected for 'Relationship Types'. The 'Country' is set to 'United States of America'. The 'Name' section includes fields for 'Prefix', 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. Red asterisks are present next to 'Country', 'First Name', and 'Last Name'. Green arrows point to these fields. The 'OK' button is highlighted in orange.

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

The screenshot shows the 'Add My Friends and Family' form in the 'Contact Information' tab. The 'Name' and 'Relationship Types' sections are visible. The 'Contact Information' section has three sub-sections: 'Phone', 'Address', and 'Email'. Each sub-section has an 'Add' button. The 'Phone' and 'Email' buttons are highlighted with green boxes. The 'OK' button is highlighted in orange.

Relationship Types *

Relationship

Is Third Party User

Name Contact Information

Phone

Country Phone Code *

Phone Number *

Phone Extension

Phone Device *

Type *

Primary Work

Primary Home

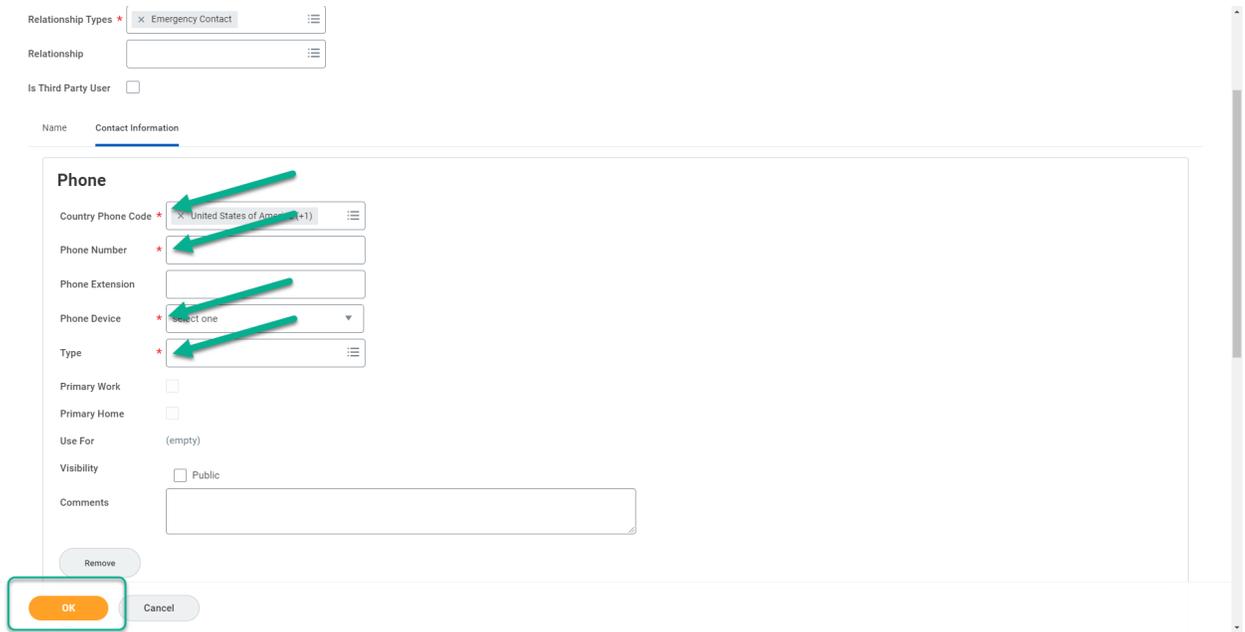
Use For (empty)

Visibility Public

Comments

Remove

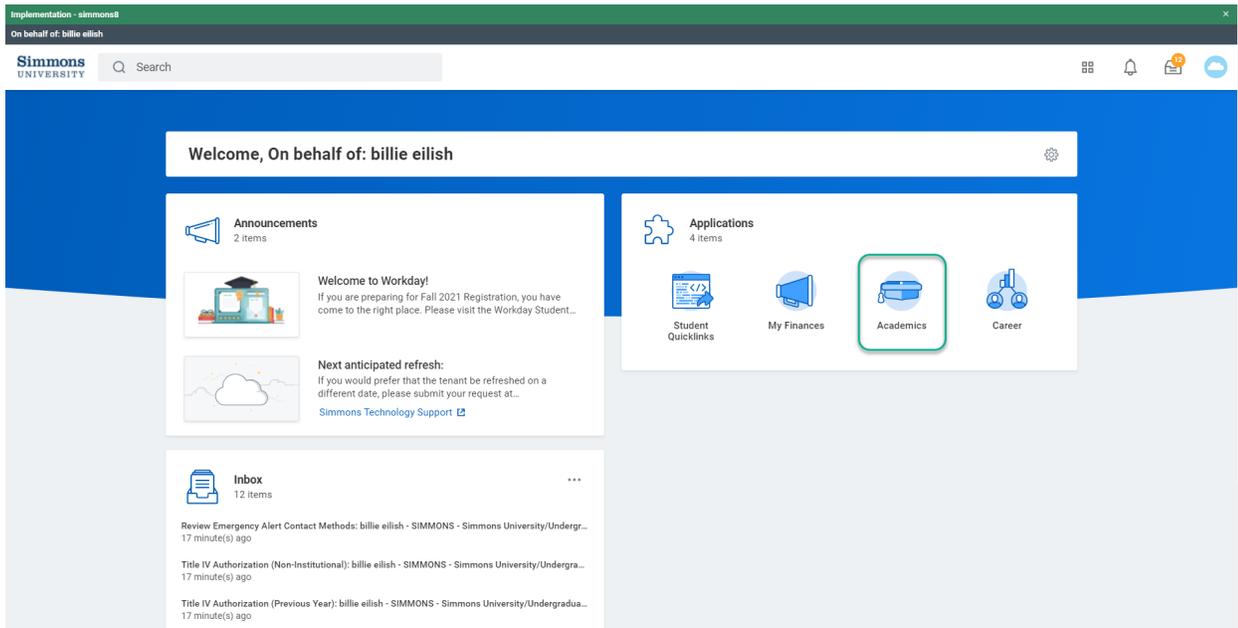
OK Cancel



- 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.

