Semester Onboarding for Students

1. Go to <u>workday.simmons.edu</u> 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.

ntation - simmons8 of: billie eilish									
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Data Duri During this perio semester, data in	ing Transitio d of transition where a nconsistencies may a	ON students are using both AARC ppear as information is migrat View More	for their curre ed between s	nt semester and Workday for their upcoming systems. While some information in Workday	<u>, a</u>	Welcom If you have que: Student Suppor	e to Workday! stions while navigating th t site for help.	rough the si	ite and are looking for support documentation, please visit the Workd
Current Schedule Course Listing	Instruc	ctional Format		Meeting Pattern No Data	Location		Instructor	\$	Planning & Registration Find Fall 2021 Traditional Course Sections View My Courses View My Courses View My Saved Schedules
Jpcoming Registration	on Appointment	ts	¢¢	Registration Requirements	1	ו	0		Course Catalog >
Start Date within Stat 2021 Fall Semester (0 9/01/2021-12/19/202 1) 06 05	art Time End Ti 6/28/2021 09/10 11:59	Ime Time Zone 0/2021 GMT-05:00 Eastern Time (New York)		Actions To Do	Holds	J	Actions Completed		View My Holds > View My Academic Record >
				Student Onboarding: billie eilish - SIMMONS Active	i - Simmons U	niversity/Underg	graduate () - 09/01/202	1.	View My Academic Plan > Create Schedule from Plan >
My Holds			÷	open					🗗 General Help

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.

Implementation - simmons8	×
On behalf of: billie eilish	\frown
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← Academics	**************************************
Data During Transition During this period of transition where students are using both AARC for their current semester and Workday for their upcoming semester, data inconsistencies may appear as information is migrated between systems. While some information in Workday View More	Welcome to Workday! If you have questions while navigating through the site and are looking for support documentation, please visit the Workday Student Support site for help. View More

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. <u>Review FERPA Policy</u>
- 4. Review Emergency Alert Contact Methods
- 5. Simmons University Code of Conduct
- 6. Review Personal Information
- 7. <u>Review Home Contact Information</u>
- 8. Emergency Contacts, Friends and Family

Manage My Privacy Settings

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On behalf of: billie eilish			Â	-12		
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Actions Archive	Manage My Privacy Settings		Δ	ŚŚż	e -	
Viewing: All Viewi	1 day(s) ago					
Simmons University/Undergraduate () -	Student billie ellish					
1 089(3) 890	Institution SIMMONS - Simmons University					
Title IV Authorization (Non-Institutional): billie eilish - SIMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active 🛱 1 day(s) ago	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 "d very careful your decision to withhold any item of directory information. Should you decide not to release any or all directory information, future requals or entities not affiliated with this institution, will be refused.	rectory informatio Jests for this infor	n." Please mation fro	consider om individ	lu-	
Title IV Authorization (Previous Year): billie eilish - SIMMONS - Simmons University/Undergraduate $0_{\frac{1}{1+d}}$ 09/01/2021 - Active 1 day(s) ago	twant my directory information to be public (recommended) I do not want my directory information to be public					
Review Einancial Documents: billie eilish -	If students elect to be included in the Public Student Directory, their Name, Photo, Institution, and Social Media links are always public by default.					
SIMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active	Directory Data Values 5 items					
1 day(s) ago	Directory Data Value	Display on Profile				
Manage My Privacy Settings: billie eilish - SIMMONS - Simmons University/Undergraduate () 09/01/2021 - Active	Name				*	
1 day(s) ago	Photo					
Review FERPA Policy: billie eilish - SIMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active	Institution					
i day(s) ago	Submit Cancel					
- L					•	

- 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

Sign Financial A Review Documents for - Active •••	Agreement Continuing Student Onboarding for: - MSTAT - Division of Mathematics, Computing, and Statistics/Undergraduate (B.S.) - 12/12/2019	\overrightarrow{a}	Ś	J.
5 hour(s) ago				
Documents				
Document	Financial Agreement & Consent to Participate in Electronic Transactions (18+)			
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 Sim sity my outstanding balance plus fees and costs as set forth above.	imons U	niver-	
l Agree				
Comment				
Submit	Save for Later Cancel			N

- 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 Instructions Signature Statement I Agree	FERPA Privacy Statement Click on the following link to review Simmons' FERPA Privacy Statement. Please confirm that you have read and acknowledge the FERPA Privacy Statement.				
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

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On behalf of: billie eilish						
Simmons UNIVERSITY Q Search				¢	æ	•
Inbox						
Actions Archive	Review Emerge	ncy Alert Contact Methods		☆	÷	<i>.</i>
Viewing: All	Review Documents for	Student Onboarding: billie eilish - SIMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active 🛛 🚥				
Review Emergency Alert Contact Methods: billie ellish - SIMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active 💬 1 day(s) ago	Documents					.
Immunization Acknowledgement: billie eilish - SiMMONS - Simmons University/Undergraduate 0 - 09/01/2021 - Active 1 day(s) ago	Document Link Instructions	RAVE Alert Link Simmons Alert ("RAVEAlert") notifications are used to notify the Simmons community about emergency safety situations on campus, and for other such as school closings. Your Simmons email address is automatically included in Simmons RAVEAlert notifications.	campus	s notificat	tion	
Student Onboarding: billie eilish - SIMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active 分 1 day(s) ago	Signature Statement	Please review your 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 I acknowledge that I have reviewed my own contact information for campus wide emergency alerts in RAVE.	notifica	itions.		
Student Onboarding: billie eilish - SIMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active 🏠	l Agree					
Student Onboarding: billie eilish - SIMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active 1 day(s) ago	Comment					
Change Preferred Name: Student Onboarding: billie eilish - SIMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active 🛱 1 day(s) ago	Submit	ave for Later Cancel				
Student Onhoording: killie allich - SIMMONS -						*

- 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, <u>click here to resend now,</u> If the mobile carrier is incorrect, <u>click here to modify</u> .
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.
DELETE PENDING NUMBER RESEND CONFIRMATION CODE CONTINUE

- 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 Univer Review Documents for - Active •••	ersity Code of Conduct Continuing Student Onboarding for: - MSTAT - Division of Mathematics, Computing, and Statistics/Undergraduate (B.S.) - 12/12/2019	☆	ŝ	L.
5 hour(s) ago				
Documents				
Document Signature Statement I Agree	Simmons University Code of Conduct Please confirm that you have read and acknowledge the Simmons University Code of Conduct.			
Comment				
Submit	Save for Later Cancel			$\widehat{\mathbf{w}}$

- 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

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Inbox				
Actions Archive	Review My Personal Information	☆	ŝ	e.
Student Onboarding: billie eilish - SIMMONS - Simmons University/Undergraduate () - 09/01/2201 - Active	Edit Personal			
Student Onboarding: billie eilish - SIMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active	Biological Sex Date of Birth 01/01/2002			
Student Onboarding: billie eilish - SIMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active	Age 19 years, 6 months, 0 days Marital Status (empty) Hispanic or Latino			
Change Preferred Name: Student Onboarding: billie eilish - SIMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active 🖓 1 day(s) ago	Race/Ethnicity (empty) Religion (empty)			
Student Onboarding: billie eilish - SIMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active	Citizenship Status (empty) Primary Nationality (empty)			
Title IV Authorization (Non-Institutional): billie eilish - SiMMONS - Simmons University/Undergraduate () - 09/01/2021 - Active 1 day(s) ago	enter your comment Agenove Cancel			,

- 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	1
	Race/Ethnicity (empty)	
	Religion	
	Religion (empty)	1
	Citizenship Status	
	Citizenship Status (compty)	
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 Cont	act Information					☆ ॐ ⊾		
5 hour(s) ago								
Edit								
					Turn	on the new tables view		
Addresses 1 item						≡ 🗆 r]		
Address	Usage		Visibility		Effective Date			
	Home (Primary)		Private			03/14/2021		
	Permanent							
					Turn	on the new tables view		
Phones 3 items						≡ 🗆 L]		
Phone Number	Device	Usage Visibility		Visibility		Visibility		Shared With
8	Landline	Home (Primarv)						
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

Implementation - simmons8 On behalf of: billie eilish									×	
Simmons UNIVERSITY Q Search						88	¢	P	•	
Review My Friends and Family										
You must update or confirm that your emergency contact information is correct before you can proceed with registration. You must have at least one contact with the "Emergency Contact" type, but you can select more than one type per person.										
All emergency contacts require a valid phone number.	All emergency contacts require a valid phone number.									
Add						Turn on th	ne new table	s view 🖸	.	
0 items								⊒ □	2	
Name Relationship Types Relationship	Phone Number	Email Address	Address	Third Party						
		No Data								
enter your comment	Inter your comment									
Process History	Process History									
Student Onbarding Event- Step Completed Workday Service Workday Service Step Completed	Y	esterday								
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- 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'

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Add My Frier	ds and Family			
For				
Relationship Types *	þærch 🔚			
Relationship	Contract Legacy			
Is Third Party User	Legal Guardian			
Name Contac	Next of Kin Parent			
Country * × U	Proxy Recommender			
Prefix				
First Name *				
Middle Name				
Last Name 🔺				
Suffix				
ок	Cancel			

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

Simmons Q Search	88	¢	e	
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Add My Friends and Family				
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Relationship Types * × Emergency Contact				
Palationshin :=				
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Is Third Party User				
Name Contact Information				
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Country * Zommed States of America				
Prefy :=				
First Name *				
Middle Name				
Last Name *				
Suffix 📰				
OK Cancel				- 1
				*

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

Add My Eriende and Eamily	
For billie ellish	
Relationship Types * 🗙 Emergency Contact	
Relationship 🗄	
Is Third Party User	
Name Contact Information	
Phone	
Address	
Email	
OK Cancel	

Pelatianshia Tunce 🕇 😽 Emergency Contact						
x chiergency contact :=						
Relationship						
Is Third Party User						
Name Contact Information						
Phone						
Country Phone Code * X United States of Americ(+1)						
Phone Number *						
Phone Extension						
Phone Device * Select one	•					
Туре *						
Primary Work						
Primary Home						
Use For (empty)						
Visibility Dublic						
Comments						
Remove						
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.

