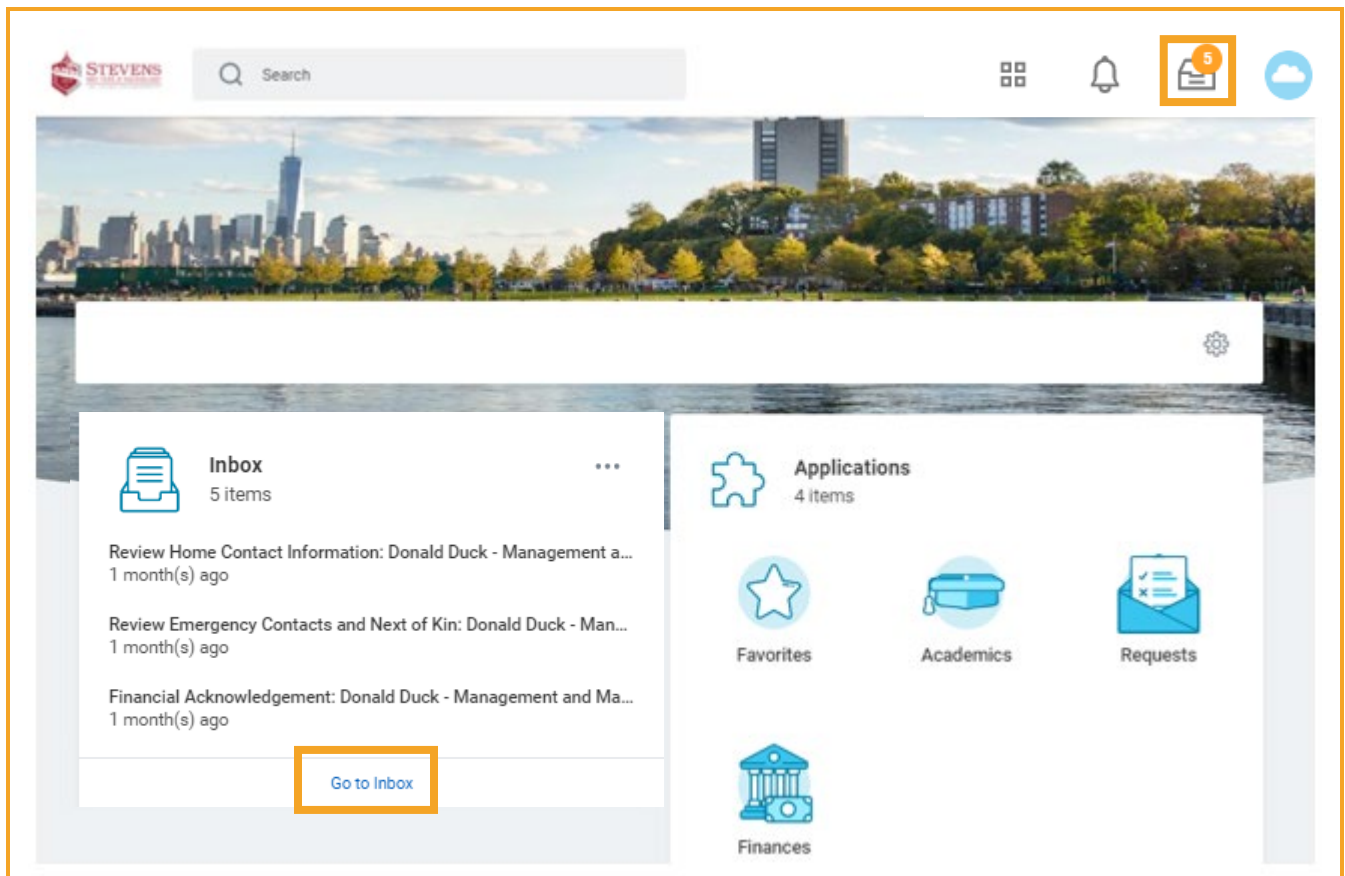


New Student Onboarding

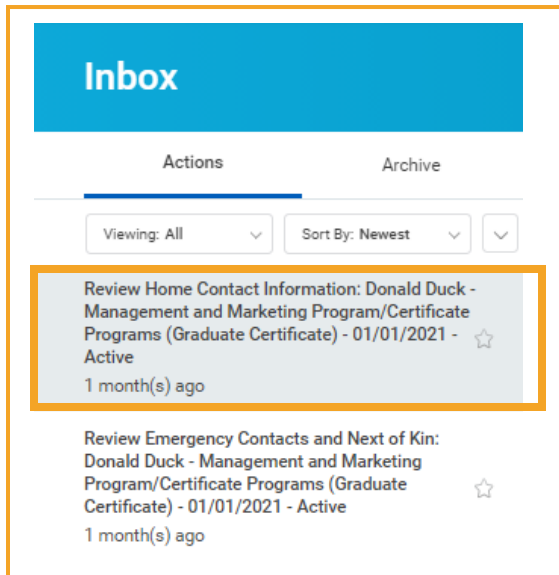
STEP 1

From your Workday homepage, select the **Inbox** icon.



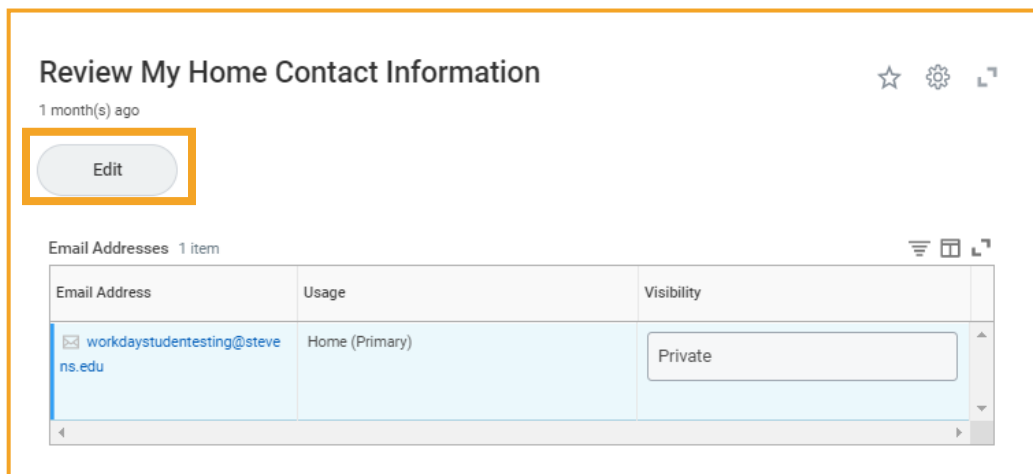
STEP 2

From your inbox – Select **Review Home Contact Information**



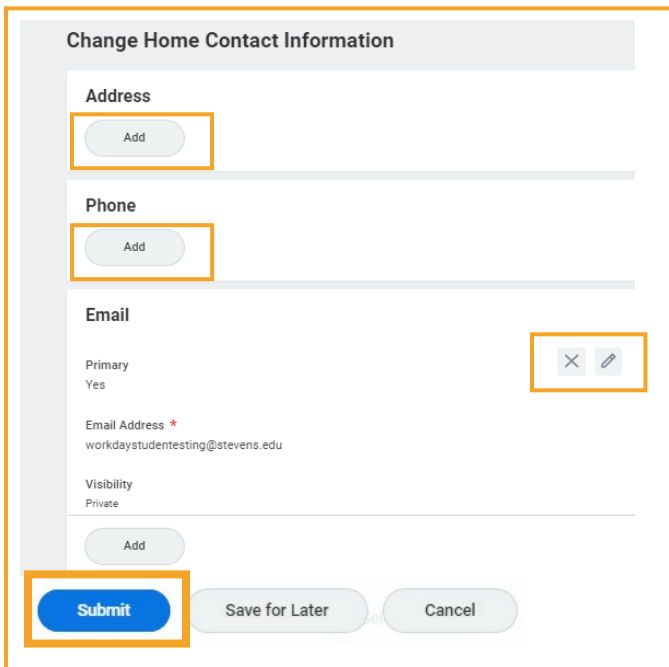
STEP 3

Review your current Home Contact Information. If information is accurate, skips steps 3-4 and continue onboarding on step 5. If you need to make any changes, follow next step. Select **Edit**



STEP 4

Select – **Pencil icon** to edit current information. Select – **X icon** to delete current information. Select – **Add** to add additional information. Once finished, select **Submit**



Change Home Contact Information

Address
Add

Phone
Add

Email

Primary
Yes

✕ ✎

Email Address *
workdaystudentesting@stevens.edu

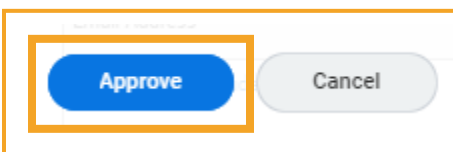
Visibility
Private

Add

Submit Save for Later Cancel

STEP 5

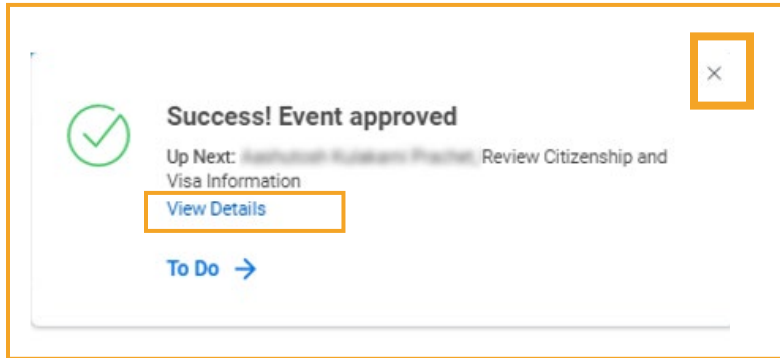
Added information will now be reflected on your student profile. Select **Approve**



Approve Cancel

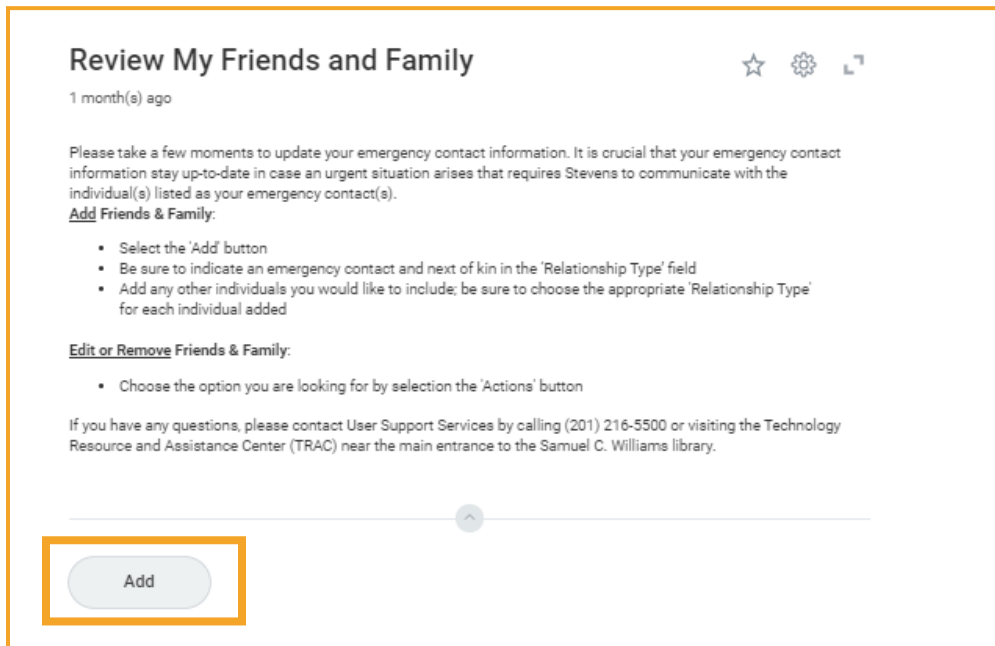
STEP 6

To view additional information, select **View Details**. To continue onboarding Select **X** icon.



STEP 7

Review My Friends and Family instructions and information. To enter Friends and Family information – Select **Add**



STEP 8

Enter information in fields marked with an asterisk. Select **Contact Information Tab**

Add My Friends and Family

For Atila Duck02

Relationship Types *

Relationship

Is Third Party User

Name Contact Information

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

STEP 9

Select **Relationship Type** and enter additional information by selecting **Add**. Select **Done**

Add My Friends and Family

For Atilla Duck02

Relationship Types *

Relationship

Is Third Party User

Name Contact Information

Phone

Add

Address

Add

Email

Add

STEP 10

Select **OK**

OK Cancel

STEP 11

Review added Friends and Family information. Select **Done**

Add My Friends and Family

Friends and Family Donald Duck

For Atilla Duck02

Relationship Types Parent

Relationship (empty)

Is Third Party User No

Name Contact Information

Country United States of America

Prefix (empty)

First Name Donald

Middle Name (empty)

Last Name Duck

Suffix (empty)

Done

STEP 12

Review Friends and Family Contact Information. To edit or remove contacts, select **Actions**. Select **Submit**

Add

1 item

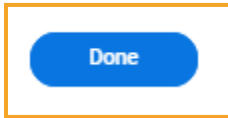
Name	Relationship Types	Relationship	Phone Number	Email Address	Address	Third Party	Actions
Melanie Duck	Parent		+1 201-555-5555			<input type="checkbox"/>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">Actions</div> <ul style="list-style-type: none"> <li style="background-color: #0070c0; color: white; padding: 2px;">Edit Friends and Family <li style="padding: 2px;">Remove Friends and Family

Submit

Cancel

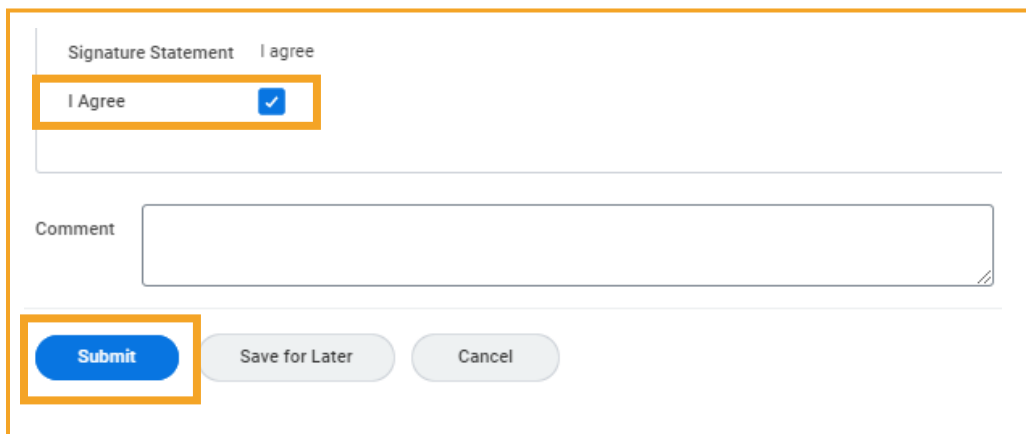
STEP 13

Select **Done**



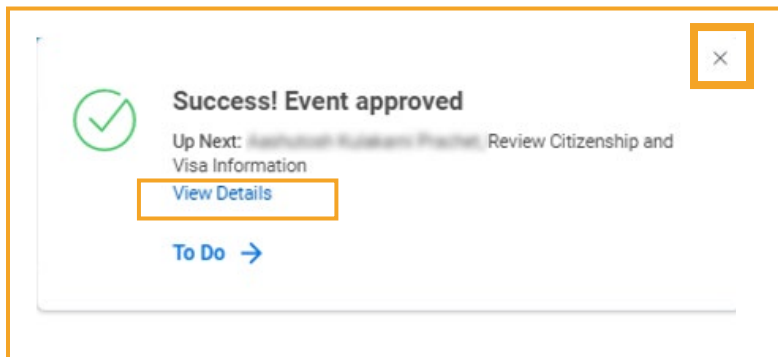
STEP 14

Read all **Financial Acknowledgement Agreements**. Select **I Agree** box – Select **Submit**



STEP 15

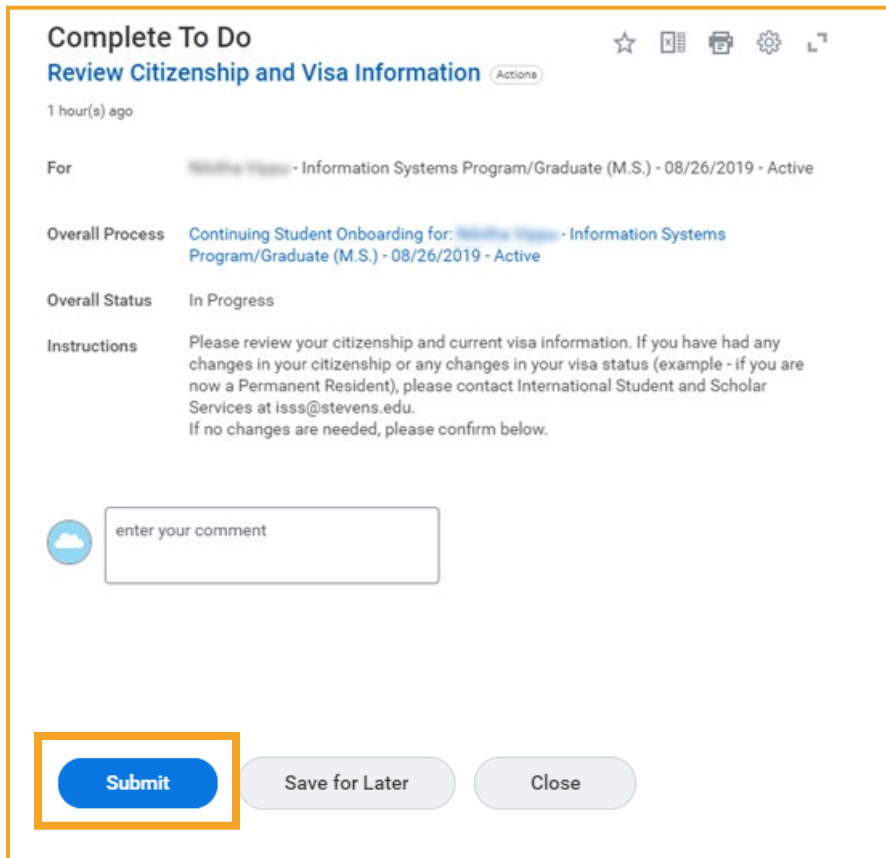
To view additional information, select **View Details**. To continue onboarding Select **X** icon.



Note: If you are an international student, please continue to the next step.

STEP 16

Review instructions and verify citizenship and visa information is up to date. If no changes are needed, select **Submit**.



Complete To Do ☆ 📄 🖨 ⚙ 🗑

Review Citizenship and Visa Information Actions


1 hour(s) ago

For ██████ ██████ - Information Systems Program/Graduate (M.S.) - 08/26/2019 - Active

Overall Process Continuing Student Onboarding for: ██████ ██████ - Information Systems Program/Graduate (M.S.) - 08/26/2019 - Active

Overall Status In Progress

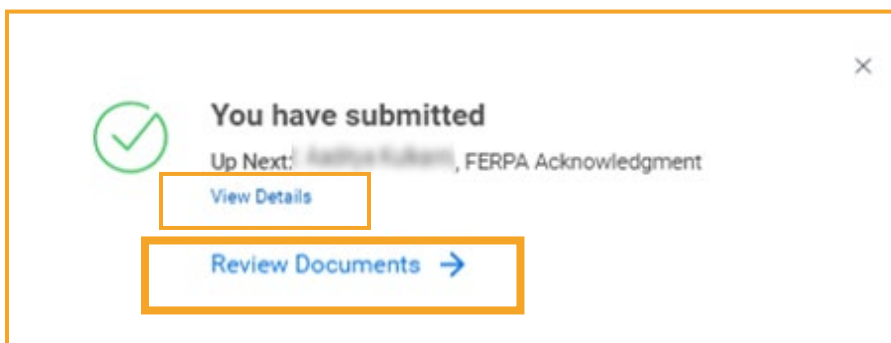
Instructions Please review your citizenship and current visa information. If you have had any changes in your citizenship or any changes in your visa status (example - if you are now a Permanent Resident), please contact International Student and Scholar Services at iss@stevens.edu. If no changes are needed, please confirm below.




Submit Save for Later Close

STEP 17

For additional information, select **View Details**. To continue onboarding, Select **Review Documents**.



 **You have submitted** ×

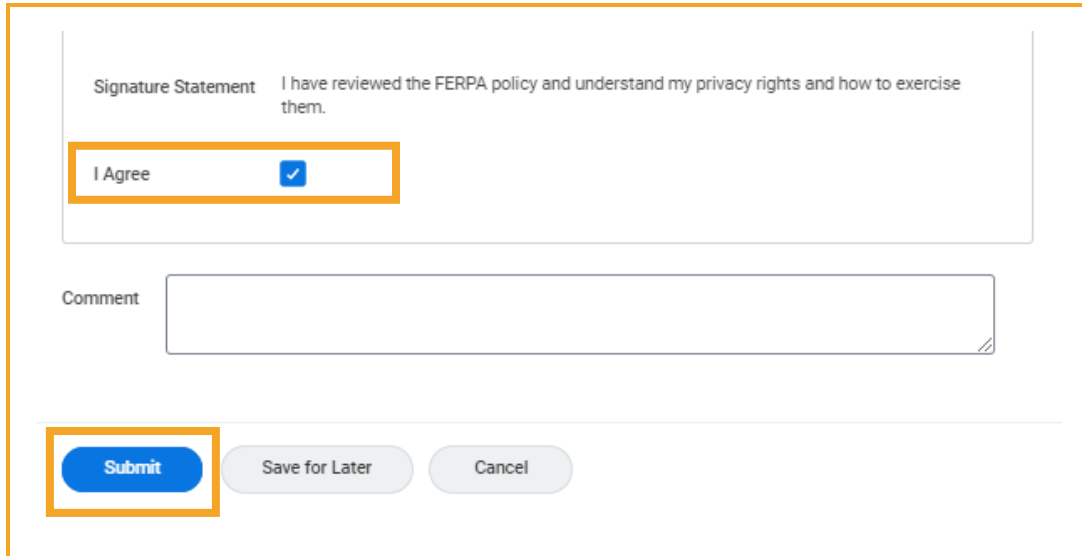
Up Next: ██████ ██████, FERPA Acknowledgment

[View Details](#)

[Review Documents →](#)

STEP 18

Read **FERPA Privacy Rights Policy** – Select **I Agree** box – Select **Submit**



Signature Statement I have reviewed the FERPA policy and understand my privacy rights and how to exercise them.

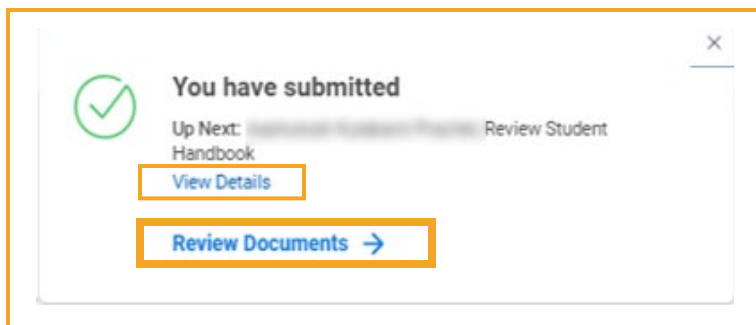
I Agree

Comment

Submit Save for Later Cancel

STEP 19

For additional information, select **View Details**. To continue onboarding, Select **Review Documents**.



You have submitted

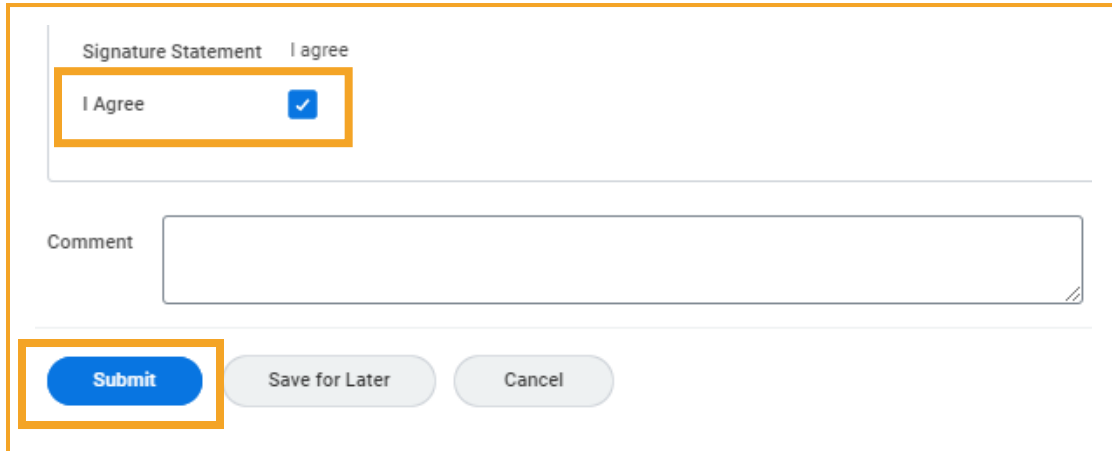
Up Next: Review Student Handbook

View Details

Review Documents →

STEP 20

View the Student Handbook by selecting the hyperlink in the instructions field. Select **I Agree** box and **Submit** to continue onboarding.



The screenshot shows a form with the following elements:

- Section header: "Signature Statement" with a sub-label "I agree".
- A checkbox labeled "I Agree" which is checked, highlighted with an orange box.
- A text input field labeled "Comment".
- Three buttons at the bottom: "Submit" (highlighted with an orange box), "Save for Later", and "Cancel".

STEP 21

For additional information, select **View Details**. Onboarding is complete.

