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**

STEP 5
Added information will now be reflected on your student profile. Select **Approve**
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**

---

Please take a few moments to update your emergency contact information. It is crucial that your emergency contact information stay up to date in case an urgent situation arises that requires Stevens to communicate with the individual(s) listed as your emergency contact(s).

**Add Friends & Family:**
- Select the Add button
- Be sure to indicate an emergency contact and next of kin in the **Relationship Type** field
- Add any other individuals you would like to include; be sure to choose the appropriate **Relationship Type** for each individual added

**Edit or Remove Friends & Family**:
- Choose the option you are looking for by selecting the **Actions** button

If you have any questions, please contact User Support Services by calling (201) 216-5500 or visiting the Technology Resource and Assistance Center (TRAC) near the main entrance to the Samuel C. Williams library.
STEP 8
Enter information in fields marked with an asterisk. Select **Contact Information Tab**
**STEP 9**
Select **Relationship Type** and enter additional information by selecting **Add**. Select **Done**

**STEP 10**
Select **OK**
STEP 11
Review added Friends and Family information. Select Done

STEP 12
Review Friends and Family Contact Information. To edit or remove contacts, select Actions. Select Submit
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.

STEP 17
For additional information, select View Details. To continue onboarding, Select Review Documents.
STEP 18
Read **FERPA Privacy Rights Policy** – Select **I Agree** box – Select **Submit**

![Signature Statement]

**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:** [Handbook Review Student]

**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.

STEP 21
For additional information, select View Details. Onboarding is complete.