

STUDENT ONBOARDING

Summary

Onboarding refers to a set of tasks or actions students must take to ensure their student information is up-to-date and accurate. Onboarding requirements will vary depending on several factors including whether a student is a new or continuing student, their academic level, program of study, and instructional location. This tutorial provides a general overview to the types of onboarding items students may encounter in Workday.

Locating Onboarding Tasks

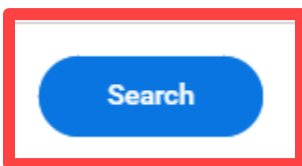
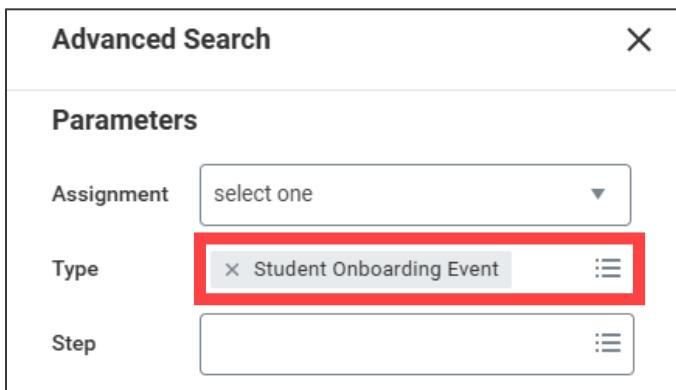
1. On the homepage, you will see a set of icons on the right side of the main task bar. The **My Tasks** icon is where you will find onboarding tasks assigned for you to complete. Click the **My Tasks** icon.



2. You can filter only those tasks that are **Student Onboarding** requirements. Click the **Advanced Search** link.



3. In the **Type** field, select **Student Onboarding Event** and click the **Search** button at the bottom.



Now you can review all of your **Student Onboarding** tasks.

Types of Onboarding Tasks

This list provides examples of the types of tasks students may be required to complete as part of their **Onboarding** process as new and/or continuing students.

NOTE: Not all tasks listed below will apply to every student population or instructional location.

Sample Onboarding Tasks for Students

Onboarding Task	Task Type	Description
Student Payment Agreement	Document Review	Students must read through and agree to the Financial Responsibility Agreement. Signature is required before students can register for classes.
On-Campus Resident or Commuter	Questionnaire	Students must complete the questionnaire indicating whether they will be living on-campus in a university residential facility or will be commuting.
Pay \$100 Deposit	Action	Students must pay \$100 deposit before registering for classes.
Residency Policy	Document Review	Confirm understanding of the ability to only study in hybrid or in-person program.
Intent to Study	Questionnaire	Complete questionnaire about plans to study for the upcoming term.
Medical History	Questionnaire	Complete medical history questionnaire.
New Student Orientation	To Do	New students at Campbellsville or Harrodsburg locations will register to attend an orientation day.