ONBOARDING WITH WORKDAY STUDENT

Use this guide to complete all of your onboarding items in Workday Student! Refer to the Student Profile QRG for more information about navigating Workday.

Onboarding Tasks

Sign-in to Workday

When you log in, you'll see your home page. From here you can navigate to the following:

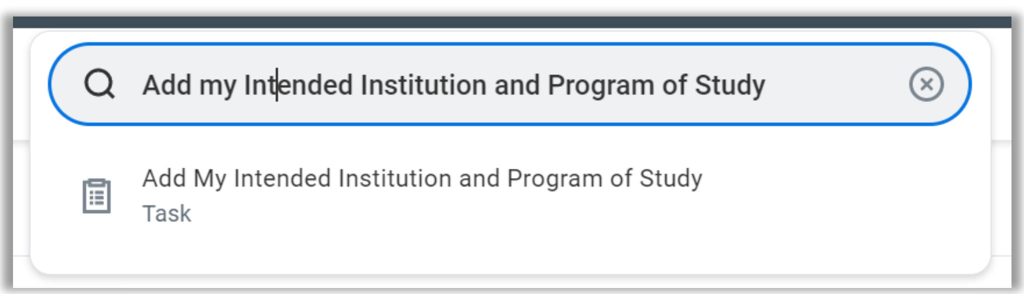
- Your Inbox
- Your Notifications
- Your Applications
- Your Profile - Refer to the Student Profile Quick Reference Guide for more information about navigating Workday.

1. To begin your onboarding tasks, navigate to your **Inbox.**
   - Click the **Inbox** icon in the top right corner of the screen

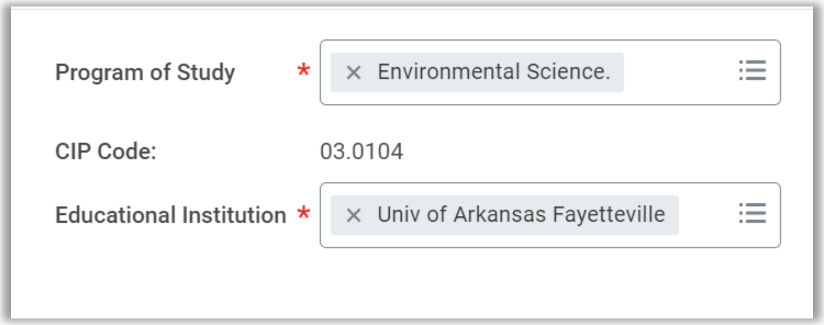
   - **OR** click the box in the center of the screen with the title **Awaiting Your Action**

Add Intended Institution and Program of Study

1. Click on the **Add Intended Institution and Program of Study** task.
2. View the text and use it to guide you in searching for the **Add My Intended Institution and Program of Study** task.
3. Type **Add my Intended Institution and Program of Study** into the Search bar.



4. Select your intended program of study and institution.

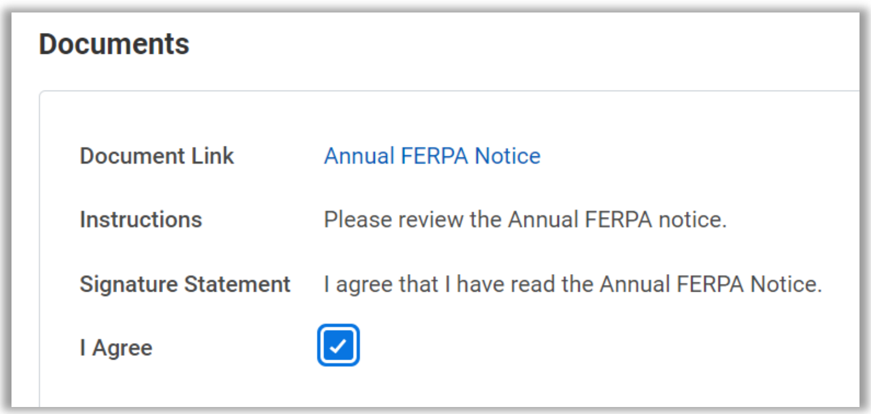


5. Click **OK**, and then click **Done**.
6. Return to your Inbox.
7. On the **Add Intended Institution and Program of Study** task, click **Submit**.

After you submit this and other tasks, new tasks will populate your Inbox. Click the orange **Refresh** button to have new items appear in your task list.

Annual FERPA Notice

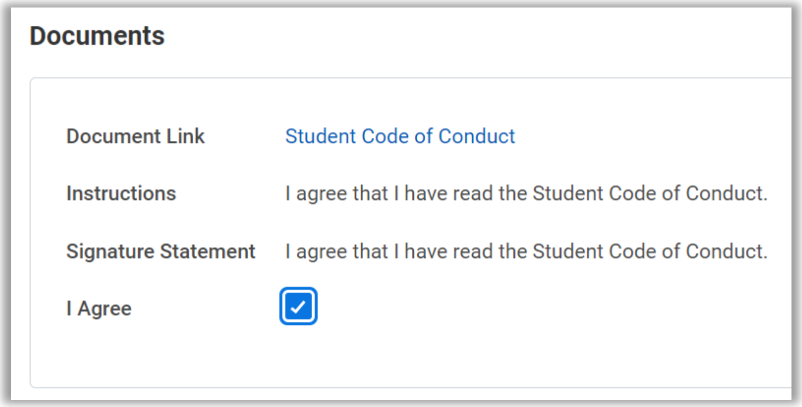
2. Click on the **Annual FERPA Notice** task.
3. Click on the link to the **Annual FERPA Notice**. Read the information that displays.
4. Click the check box to the right of **I agree**.



5. Click **Submit**.

Student Code of Conduct

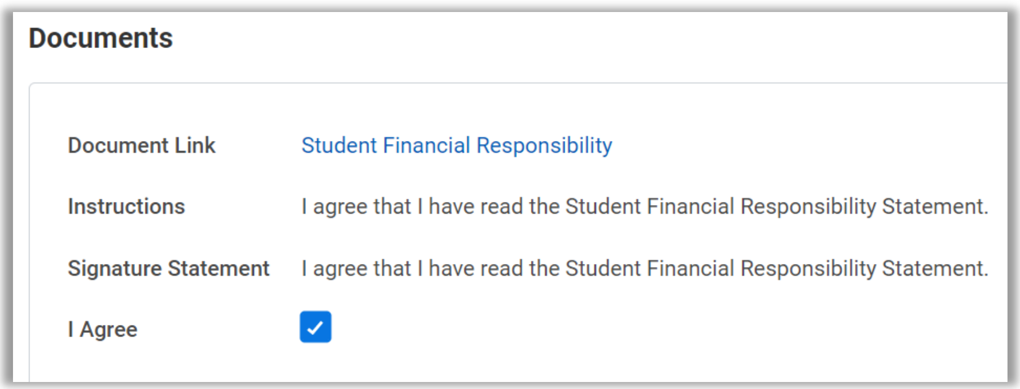
6. Click on the **Student Code of Conduct** task.
7. Click on the link to the Student Code of Conduct. Read the information that displays.
8. Click the check box to the right of **I agree**.



9. Click **Submit**.

Student Financial Responsibility Statement

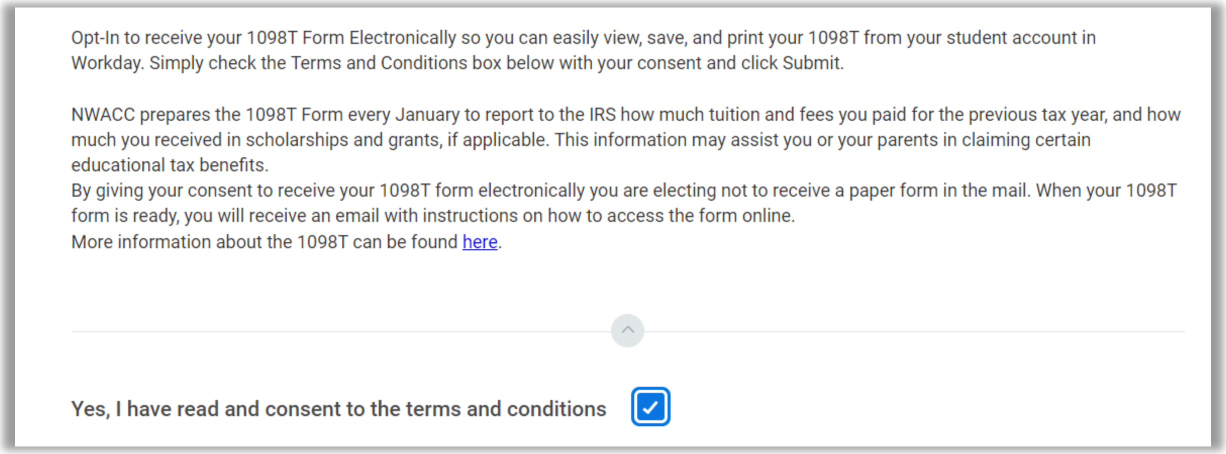
10. Click on the **Student Financial Responsibility Statement** task.
11. Click on the **Student Financial Responsibility Statement** link. Read the information that displays.
12. Click the check box to the right of **I agree**.



13. Click **Submit**.

Consent to Receive Form 1098-T Electronically

14. Click on the **Consent to Receive Form 1098-T Electronically** task.
15. Click on the **link** contained in the last sentence of the instructions. Read the information that displays.
16. Click the checkbox to the right of **Yes, I have read and consent to the terms and conditions**.


Opt-In to receive your 1098T Form Electronically so you can easily view, save, and print your 1098T from your student account in Workday. Simply check the Terms and Conditions box below with your consent and click Submit.

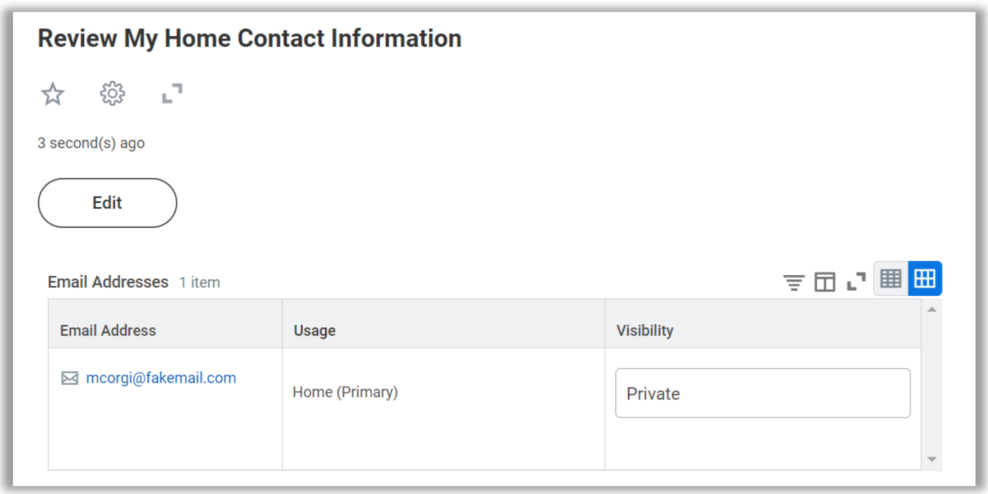
NWACC prepares the 1098T Form every January to report to the IRS how much tuition and fees you paid for the previous tax year, and how much you received in scholarships and grants, if applicable. This information may assist you or your parents in claiming certain educational tax benefits.
By giving your consent to receive your 1098T form electronically you are electing not to receive a paper form in the mail. When your 1098T form is ready, you will receive an email with instructions on how to access the form online.
More information about the 1098T can be found here.

Yes, I have read and consent to the terms and conditions

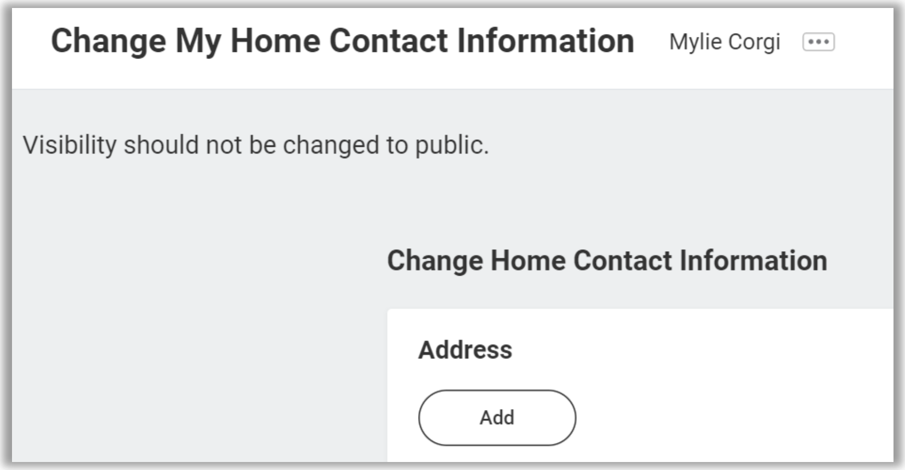
17. Click **Submit**.

Review My Home Contact Information

18. Click on the **Review my Home Contact Information** task.
19. Click the **Edit** button to add or edit your contact information. You will see the existing contact information, and the visibility for the information. Contact Information is private by default.



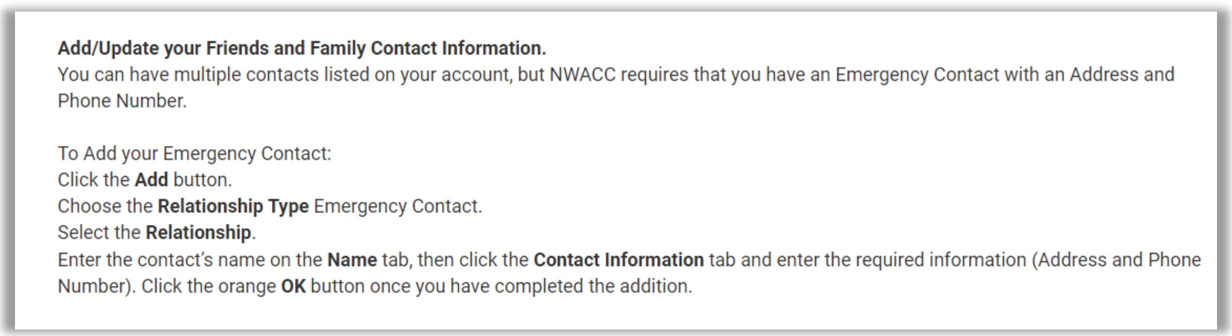
20. Click the **Add** button to add contact information.



21. Click **Submit** when you are finished.
22. Once you have made all of your changes, return to the **Review My Home Contact Information** task.
23. Click **Approve**.

Review My Friends and Family

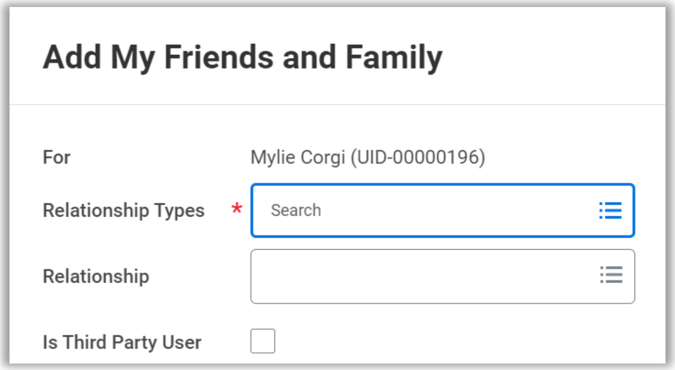
24. Click on the **Review My Friends and Family** task. Read through the instructions.



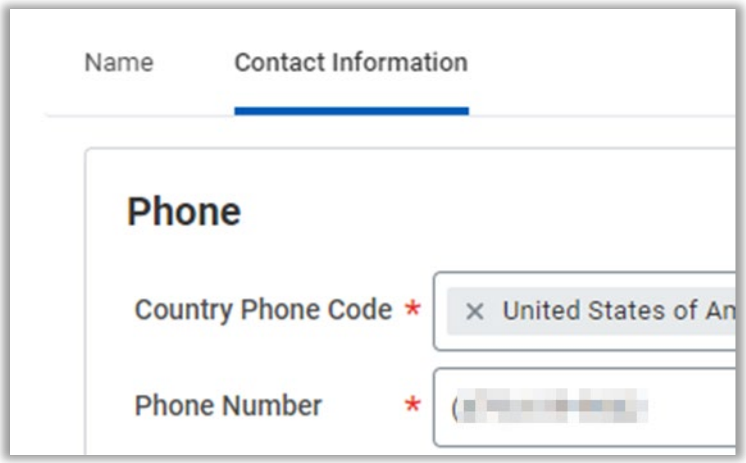
Add/Update your Friends and Family Contact Information.
You can have multiple contacts listed on your account, but NWACC requires that you have an Emergency Contact with an Address and Phone Number.

To Add your Emergency Contact:
Click the **Add** button.
Choose the **Relationship Type** Emergency Contact.
Select the **Relationship**.
Enter the contact's name on the **Name** tab, then click the **Contact Information** tab and enter the required information (Address and Phone Number). Click the orange **OK** button once you have completed the addition.

25. Click the **Add** button.
26. Select **Relationship Type (**you must select an **Emergency Contact** relationship type before any other types can be selected and before you can complete this task.)
27. Click the box next to **Is Third-Party User** if you want this contact to be a third-party user. A third-party user is someone you allow to have access to your student account to make payments or view information.



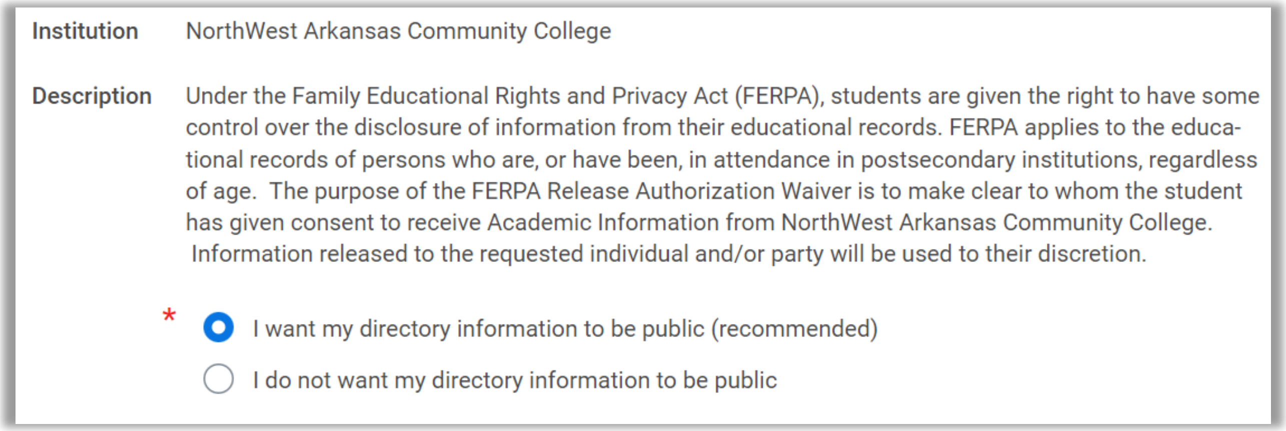
28. In the **Contact Information** section, add the contact's first name, last name, and at least one method of contact. **NOTE**: For **Emergency Contacts,** you must enter an address and a phone number. For **Third Party Users** you must enter an email address.



29. Click **OK**, and then click **Done**.
30. Return to the **Review my Friends and Family** task.
31. Click **Submit**. Click **Done**.

Manage My Privacy Settings

32. Click on the **Manage My Privacy Settings** task.
33. Read through the recommendations and select a privacy setting.
34. Scroll down below the privacy setting options for additional information and options. You can check items here to enable additional items to be visible on your profile. The items already checked are visible by default.

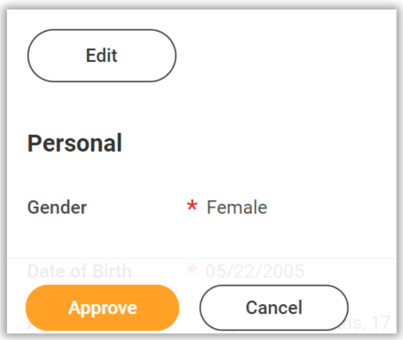


35. Click **Done**.

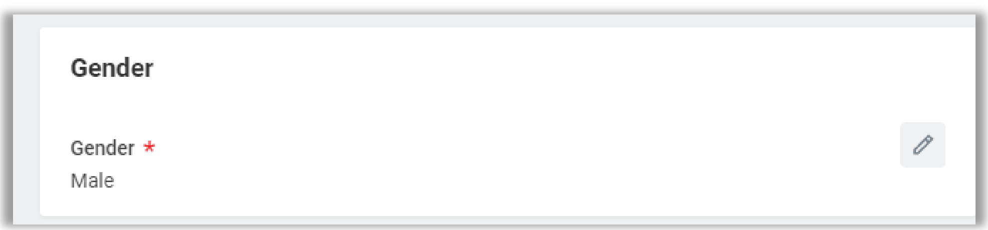
Review My Personal Information

36. Click on the **Review My Personal Information** task.

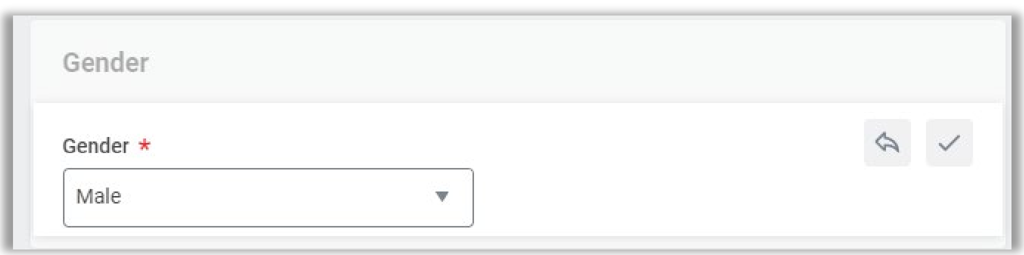
37. Review the information available. If you need to make changes, click the **Edit** button.



38. To make edits navigate to the information you want up update click on the pencil icon to unlock the section.



39. Update the information and then click the check mark icon to save your changes.

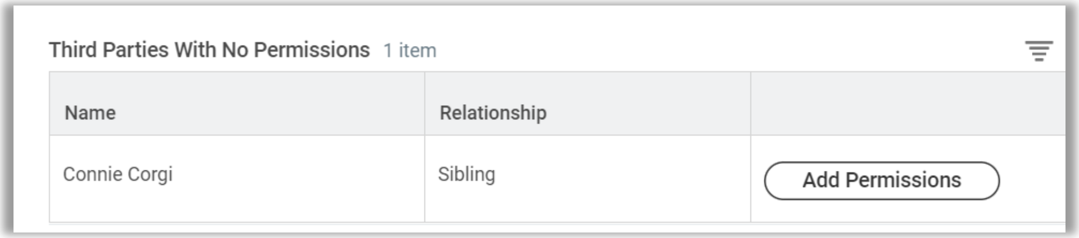


40. Once you have made edits, or if you don't need to make edits, click **Approve**.

Review Permissions for My Third Party

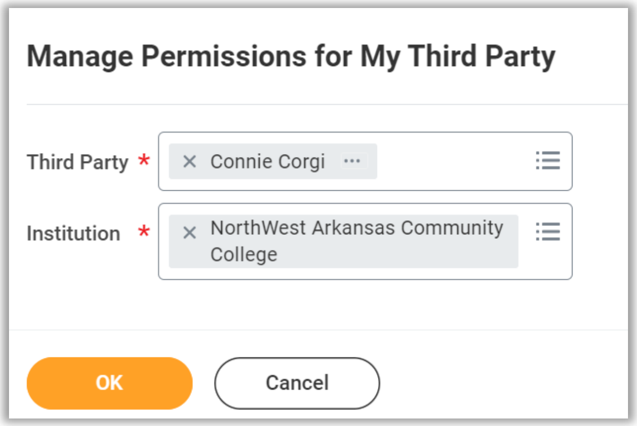
41. Click on the **Review Permissions for My Third Party** task.

42. Click **Add Permissions** to select the permissions for the Third-Party user to have access to on your account



43. Confirm the third party to whom you want to grant permissions.

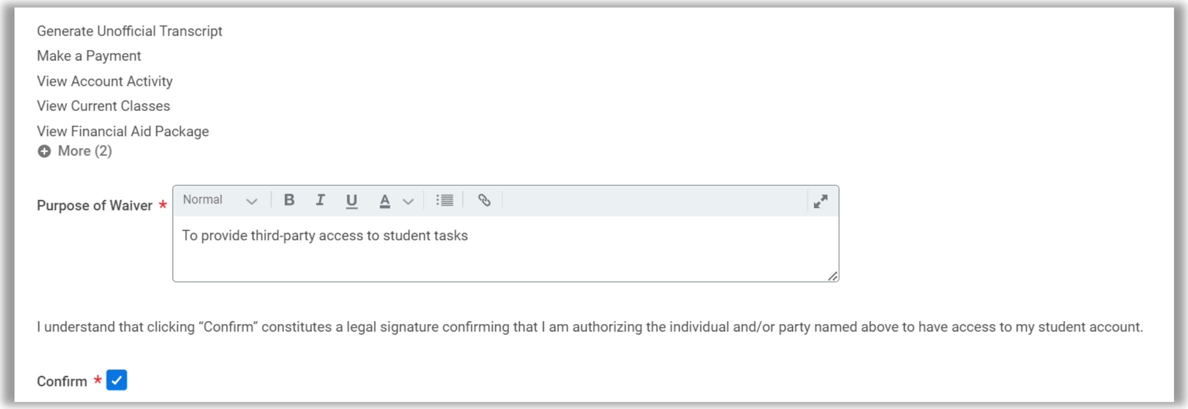
44. Click **OK**.



45. Select the permissions for the third party user by clicking the checkbox next to the permission. You may grant the following permissions:
    - Make a Payment
    - View Financial Aid Package
    - View Account Activity
    - View Student Statement
    - View Current Classes
    - View Student Grades
    - Generate Unofficial Transcript

46. Click **OK**.

47. In the **FERPA Waiver** pop-up, write in the purpose of the waiver, and click Confirm.


Generate Unofficial Transcript
Make a Payment
View Account Activity
View Current Classes
View Financial Aid Package
More (2)

Purpose of Waiver *
To provide third-party access to student tasks

I understand that clicking "Confirm" constitutes a legal signature confirming that I am authorizing the individual and/or party named above to have access to my student account.

Confirm *

48. Click **Submit**.

49. Return to the **Review Permissions for my Third Party** task.

50. Click **Approve**.

Once all onboarding tasks are completed, your inbox will display **You have no actions at this time**