

WORKDAY NEW STUDENT ONBOARDING GUIDE

This guide outlines Workday tasks and processes for
New Student Onboarding



Workday New Student Onboarding Guide

Table of Contents

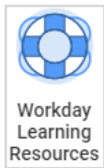
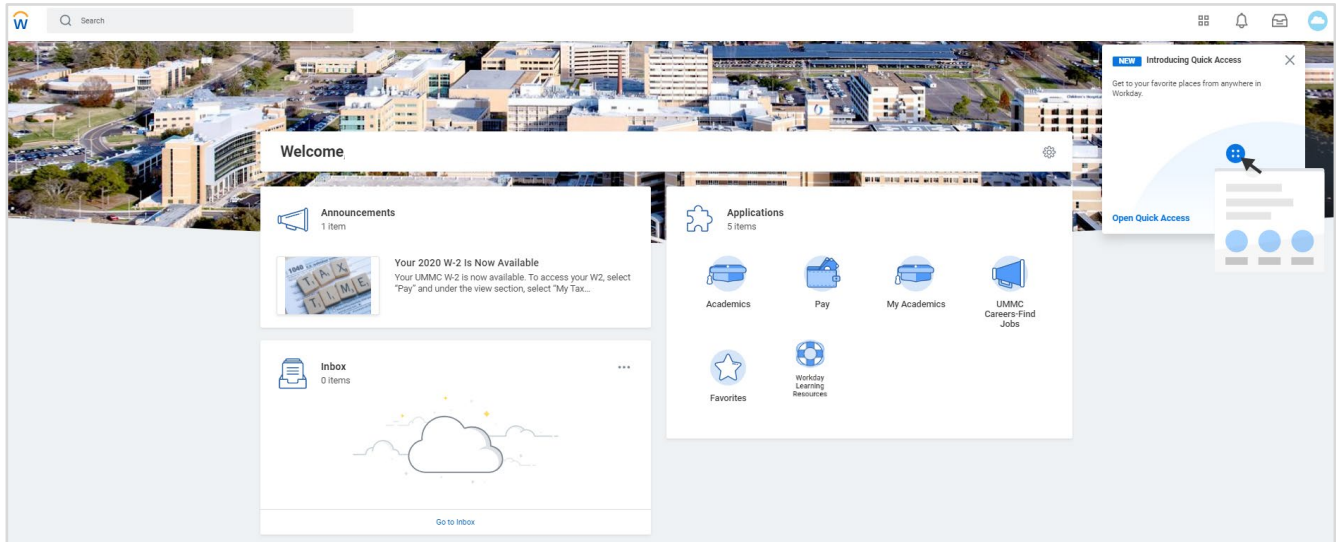
Workday Home Page and Learning Resources for Students.....	3
Start New Student Onboarding.....	4
Add Government ID (only for Student’s SSN or ITN not in the system).....	5
Review My Legal Name.....	7
Set Up Payment Election.....	8
VA and Tuition Assistance Benefits.....	9
My Home Contact Information.....	10
My Personal Information.....	11
Manage My Privacy Settings.....	12
My Friends and Family.....	13
Complete Questionnaire.....	14
Consent to Receive Form 1098-T Electronically.....	15
Student Registration Agreement.....	16
SARA Reciprocity Statement.....	17
Student Health Insurance.....	18
Student Health Packet.....	19
Fingerprinting Instructions.....	20
UMMC Acceptable Use Policy.....	21
Program Specific.....	22
School of Nursing.....	22
Review Documents.....	22
Other SON Documents.....	22
Medical Scribe Document – MSS Program.....	23
CITI Training Registration – PHD programs or Master in Clinical Investigations.....	24
Onboarding is Complete.....	25
Where to find the Reviewed Documents.....	25

Workday New Student Onboarding Guide

Workday Home Page and Learning Resources for Students

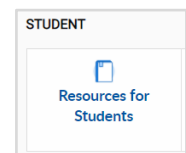
Welcome to Workday!

New to Workday? Workday's Home page provides student's with a search bar, icon links and applications to find tasks and reports within the Workday system.



As a custom feature, basic Workday Navigation and other student related resources for future tasks in Workday can be found by;

- a. Clicking the **Workday Learning Resources** application found on your home page.
- b. Click the Quick link item, **Learning Resources**.
- c. Under the Student section, click the **Resources for Students** link to see a list of helpful step-by-step guides.



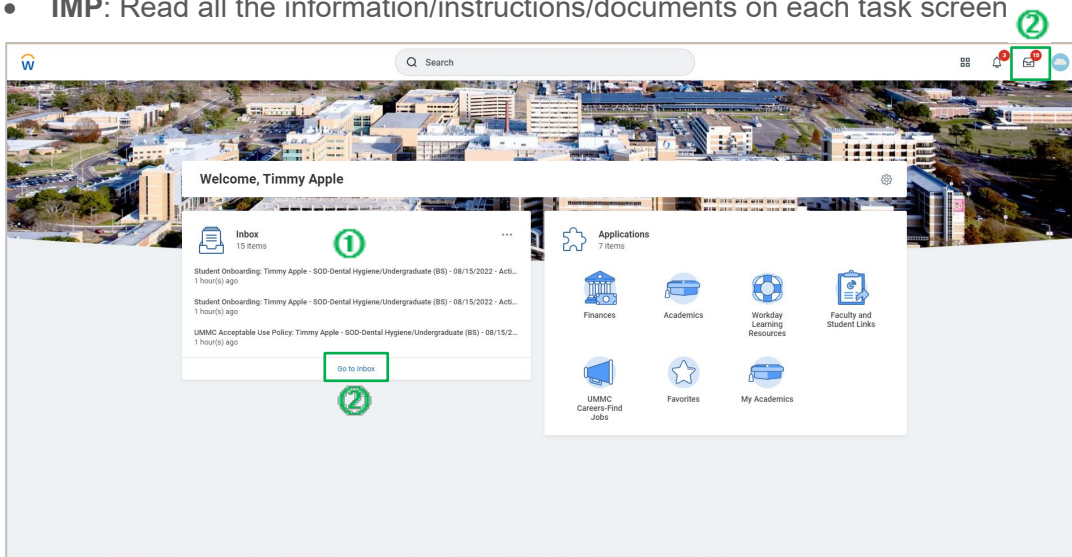
Check this site often for new/updated Learning Resources to the Workday Student system.

Workday New Student Onboarding Guide

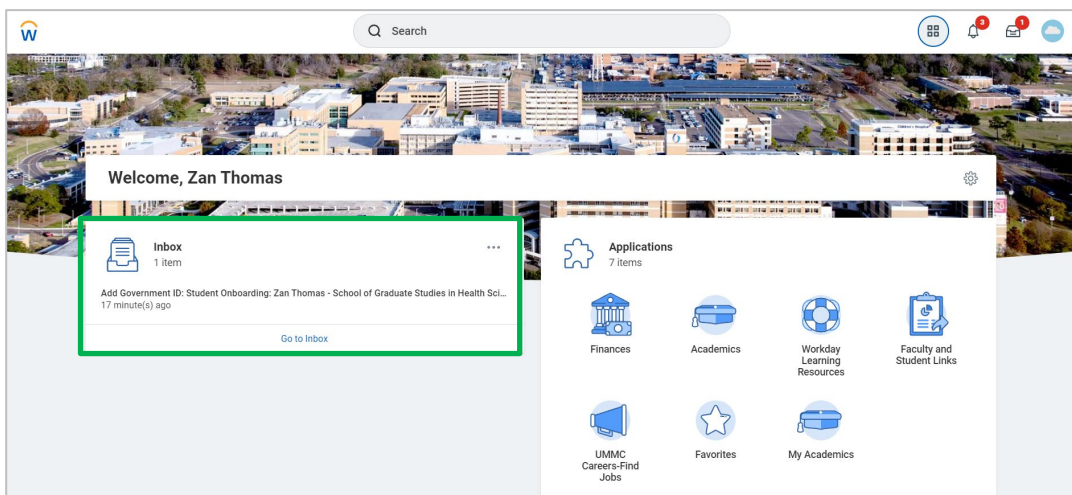
Start New Student Onboarding

Start the Onboarding Process in Workday

1. Once logged into the Workday system, on the home page click the first **inbox task** from the **① preview window** or click either **② Go to Inbox link** or **Inbox icon** to display the onboarding tasks.
 - All onboarding tasks will be displayed on the Inbox page under the Actions column. Complete each task listed. Each completion of an onboarding task will automatically remove the task from the inbox list.
 - Depending on your Program of Study, each task is presented in a different order. A quick guide is available from the Table of Contents by clicking the task name.
 - Depending on your program of study, some onboarding tasks are listed under the section, Program Specific of this guide.
 - **IMP:** Read all the information/instructions/documents on each task screen **②**



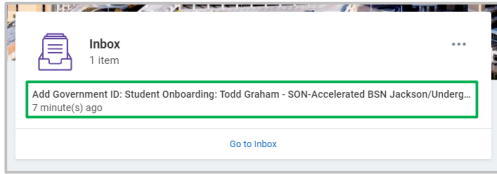
NOTE: Government ID task will appear if a student's Social Security Number (SSN) or Individual Taxpayer Number (ITN) is NOT in the Workday system. Complete this task first (Directions below).



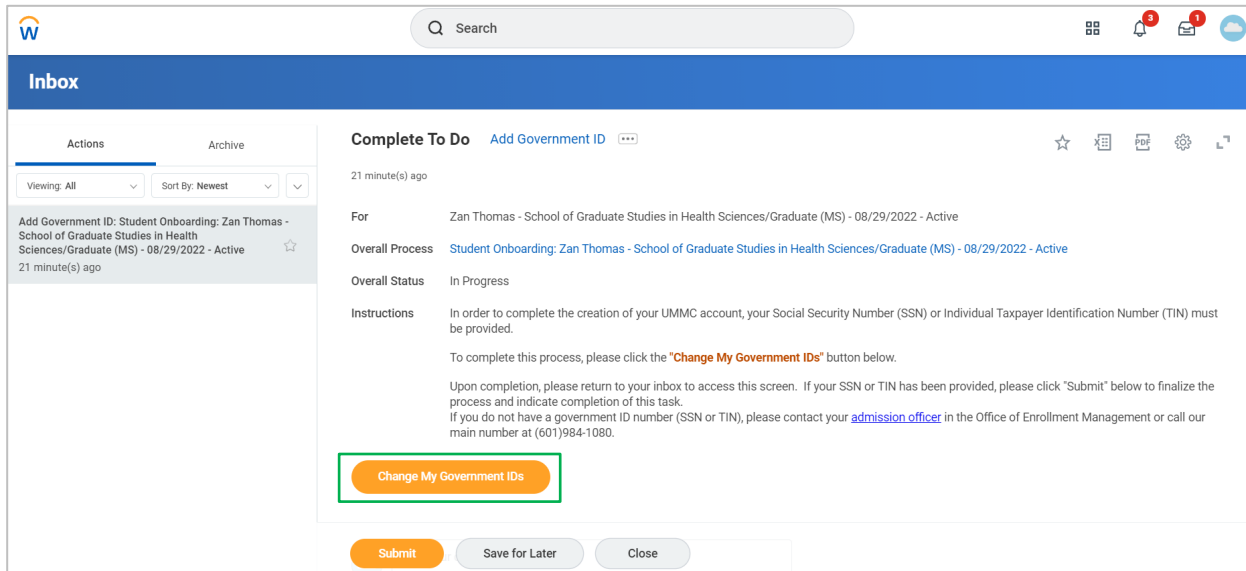
Workday New Student Onboarding Guide

Add Government ID (only for Student's SSN or ITN not in the system)


1. Click the **Inbox preview link** for adding a Government ID.



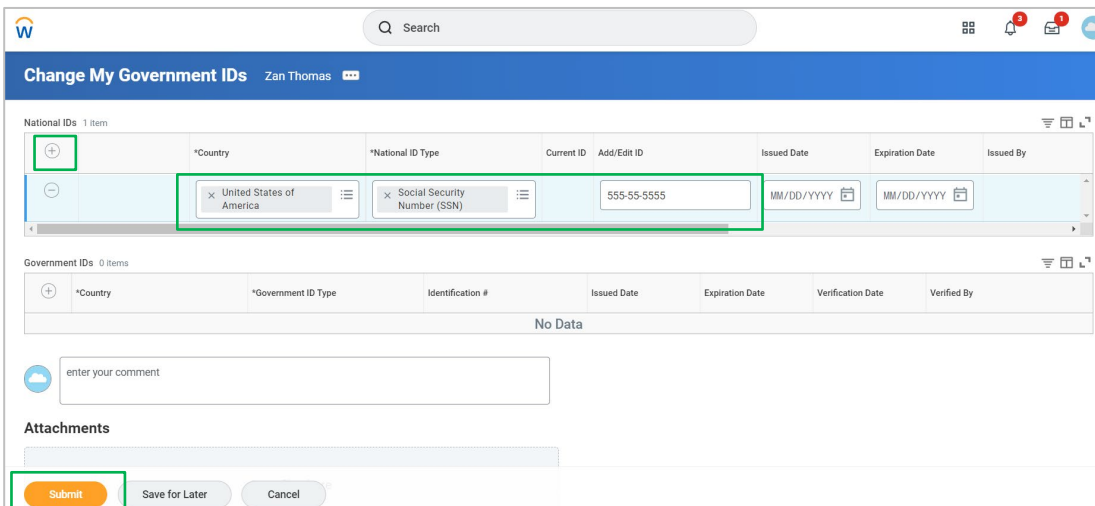
2. Read the Instructions before proceeding. (Upon completion, this screen will appear again)
3. To add a Government ID, click **Change My Government IDs** button.



The task is called Government ID but the only required field is National ID.


4. Click the **plus**  to drop a row down to enter the information in the **Country, National ID Type** and **Add/Edit ID** field prompts. *Issue Date, Expiration Date and Comments are optional.*

Note: Fields will be dependent on the previous field to display related information. Example; if you choose a country, the National ID type for that country will display.

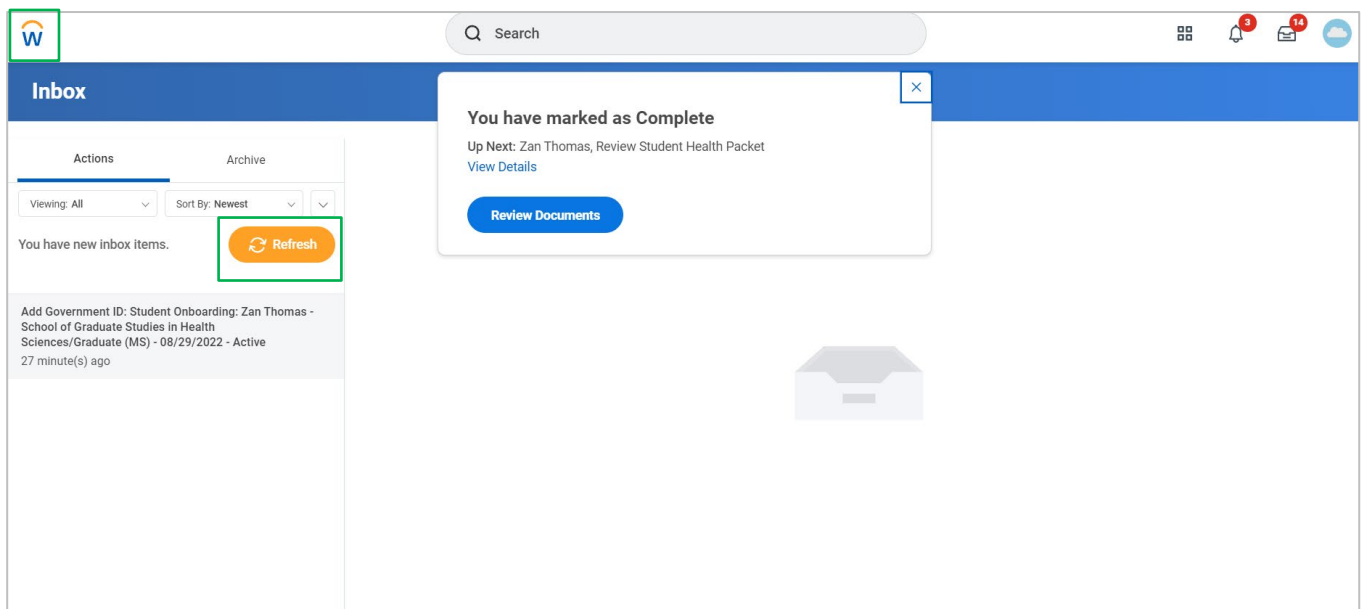


Workday New Student Onboarding Guide

5. **Attachments:** Documents can be uploaded if needed, by both drag and drop the document file from your computer to the attachment area or click the select files button to upload.
6. Click **Submit** to continue.
7. Click **Done** to display your inbox screen.
 - a. If information for Government ID task was provided;
 - Click **Submit (again)** and **Done** to finalize the process and indicate completion of this task
 - b. If information was not provided;
 - **Read** instructions section and proceed as needed.

Once this task has been completed click the **Refresh** button or  **Home** icon and the remaining onboarding tasks will display in the Actions column of your inbox. Click the next task in the list or a pop up box to continue onboarding.

Note: A **Pop up box** may appear after completing most tasks and when clicked will display the next task to complete.



Workday New Student Onboarding Guide

Review My Legal Name

In this task you will verify that your full legal name is correct.

Review My Legal Name

1 hour(s) ago

It is imperative UMMC have your full legal name correct in our system including your middle name (if you have one) as well as any relative suffixes - Jr., Sr., III, etc. Your legal name will be displayed on official educational documents such as your transcript and diploma exactly as it is stated below; therefore, it is important to double-check capitalization and punctuation in your name as well. If this legal name is not correct, please use the edit box below. If you need to make changes at a later date, you can do so via the "Change My Legal Name" task in Workday. You will be required to upload documentation to support the request, and the documentation need may vary by situation.

Acceptable documents include:

- Birth Certificate
- Social Security Card (If you are a UMMC employee, this may be required.)
- Marriage License signed by the officiant if updating your legal name as a result of marriage
- Divorce Decree restoring a former name if updating your legal name as a result of divorce
- Court Order
- A statement explaining your request change if it is a result of adding a middle name or correcting the formatting or spelling.

Please contact your [admission officer](#) or the Office of Enrollment Management main line at (601)984-1080 if you have questions on how to proceed.

Todd Cook Graham

Name

Process History

Step	Service	Status	Time
1	tapple / Timmy Apple	Student Onboarding Event - Step Completed	1 hour ago
2	Workday Service	Service: Apply Student Hold - Not Required	
3	Workday Service	Service: Apply Student Hold - Step Completed	1 hour ago
4	Workday Service	Service: Apply Student Hold - Step Completed	1 hour ago
5	Workday Service	Service: Apply Student Hold - Step Completed	1 hour ago

1. **Read ALL** information provided on the task page.
2. Verify that your FULL Legal name including middle name (if you have one) and relative suffixes are correct.
 - a. If correct, click **Approve** and **Done**.
 - b. If changes are needed later, type **Change My Legal Name** in Workday's search bar to edit and submit changes.

Workday New Student Onboarding Guide

Set Up Payment Election

Complete To Do Set Up Payment Election

For Timmy Apple - SOD-Dental Hygiene/Undergraduate (BS) - 08/15/2022 - Active

Overall Process Student Onboarding: Timmy Apple - SOD-Dental Hygiene/Undergraduate (BS) - 08/15/2022 - Active

Overall Status In Progress

Instructions [Making Payments to Your Student Account and Receiving Refunds \(Financial Aid, Tuition, Insurance\)](#)

In order to receive financial aid refunds and make payments to your student account from your bank account, you must set up Payment Elections in Workday.

- REFUNDS:** To receive refunds (financial aid, tuition, insurance, etc.), you must select to receive your refunds by Direct Deposit or Check when setting up your payment elections. Direct Deposit is the fastest way to get your money. If you choose to receive your refunds by check, be sure to keep your address updated in Workday. Checks will be sent to the address designated as primary. There will be a \$30 stop payment fee to replace checks that are lost in the mail.

To make a payment to your student account, you must choose whether to pay by credit/debit card or by bank withdrawal, also known as direct debit or electronic check.

- BANK WITHDRAWAL PAYMENTS:** To make payments to your student account from your bank account, you must enter your bank account information when setting up your payment elections. This does NOT initiate automatic account payments. You will need to complete the *Make a Payment* task in Workday each time you want to make a payment.
NOTE: no additional fees are charged for bank withdrawal payments.
- CREDIT/DEBIT CARD PAYMENTS:** To make payments to your student account with a credit or debit card, you will enter the appropriate information when completing the *Make a Payment* task in Workday. You do not need to enter your credit or debit card information when setting up your payment elections.
NOTE: There is a 3% processing fee added to all credit/debit card transactions.

To set up your Payment Elections in Workday:

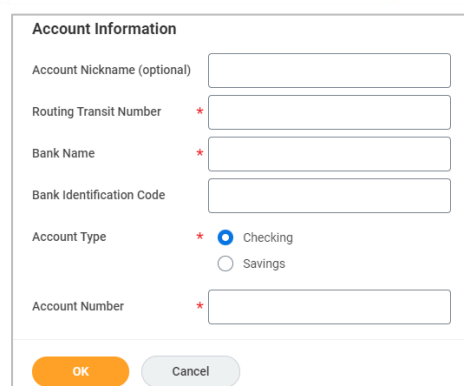
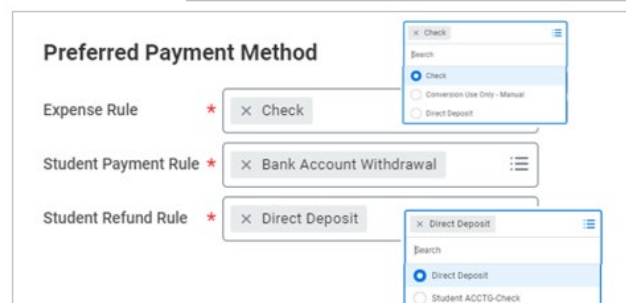
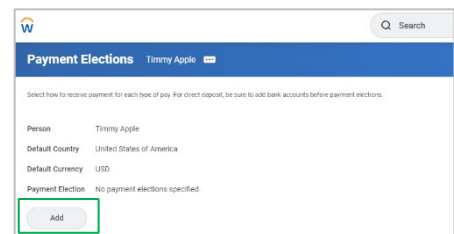
- Click on the *Payment Elections* button at the bottom of this page.
- Click on *Set Up Payment Elections*.
- Click the *ADD* button.
- In the Student Refund Rule field, select *Direct Deposit* or *Check*.
- The Student Payment Rule field will automatically populate with *Bank Account Withdrawal*.
- Enter your bank account information (routing number, bank name, type of account, and account number).
NOTE: The bank account information that you enter will be sent to your bank to validate. This validation process may take up to 24 hours and must be completed before you can make a payment from this account.
- Click *OK*.

It is very important to enter your bank account information accurately. If in doubt, contact your bank to verify the correct routing number and account number. If you have a check, the routing number is located in the lower left corner of the check and the account number is located in the bottom middle of the check.

Payment Elections

Submit
Save for Later
Close

1. Read **ALL** information provided on the task page.
2. Click **Payment Elections** button
3. Click **Add** button to select how to receive payment for each type of pay. (For direct deposit, be sure to add bank accounts before payment elections).
4. Select the required fields for Preferred Payment Method;
 - a. **Expense Rule**
 - b. **Student Payment Rule** →
 - c. **Student Refund Rule**
5. Enter the required fields for Account Information;
 - a. **Routing Transit Number**
 - b. **Bank Name**
 - c. **Account Type** →
 - d. **Account Number**
6. Click **OK** to accept the changes.
7. Click **Submit** button.



Workday New Student Onboarding Guide

VA and Tuition Assistance Benefits

Review Documents Review Documents for Student Onboarding: Timmy Apple - SOD-Dental Hygiene/Undergraduate (BS) - 08/15/2022 - Active

Documents

Document Link VA and Tuition Assistance Benefits

Instructions For students utilizing VA education benefits or Tuition Assistance benefits, please email Lauren Nichols at lnicols3@umc.edu prior to registering in order to begin the process of certifying your enrollment. Required documents for VA certification can be found at the following [link](#). Students must reach out to Ms. Nichols before the start of the semester in order to ensure the processing your VA/TA benefits in a timely manner.

Signature Statement I acknowledge that I have fully read and understood the VA and Tuition Assistance Benefits policy.

I Agree

Submit Save for Later Cancel

1. **Read ALL** information provided on the task page.
2. Click the Document **link** to be routed to the Enrollment Management page on the UMMC Intranet, print the UMMC forms required for certification, and follow the instructions.

UMMC forms required for certification

- Certification form (PDF)
- Course approval (PDF)

3. Click **I Agree** **check box**.
4. Click **Submit** button.

Workday New Student Onboarding Guide

My Home Contact Information

In this task you will review your home address, email address, and mobile phone number. Edit/Add buttons are provided for updates.

Review My Home Contact Information

2 hour(s) ago

Please review your home contact information below. Your address must reflect your current domicile of where you reside on a day to day basis. In addition, we ask that you keep your mobile phone number up to date to receive our AlertU emergency text messages. If you have any questions, please contact your [admission officer](#) or the Office of Enrollment Management main line at (601)984-1080.

Addresses 1 item

Address	Usage	Visibility	Shared With	Effective Date
2213 West St Jackson, MS 39211 United States of America	Home (Primary)	Private		10/06/2021

Email Addresses 1 item

Email Address	Usage	Visibility
ta@hotmail.com	Home (Primary)	Private

Approve **Cancel**

- Review** your Home contact information.
 - Home Address** (where you live day to day)
 - Email Address**
 - Phone** (mobile)
- If information is correct, click **Approve** and **Done**.
 - To add or update information, click **Edit**.

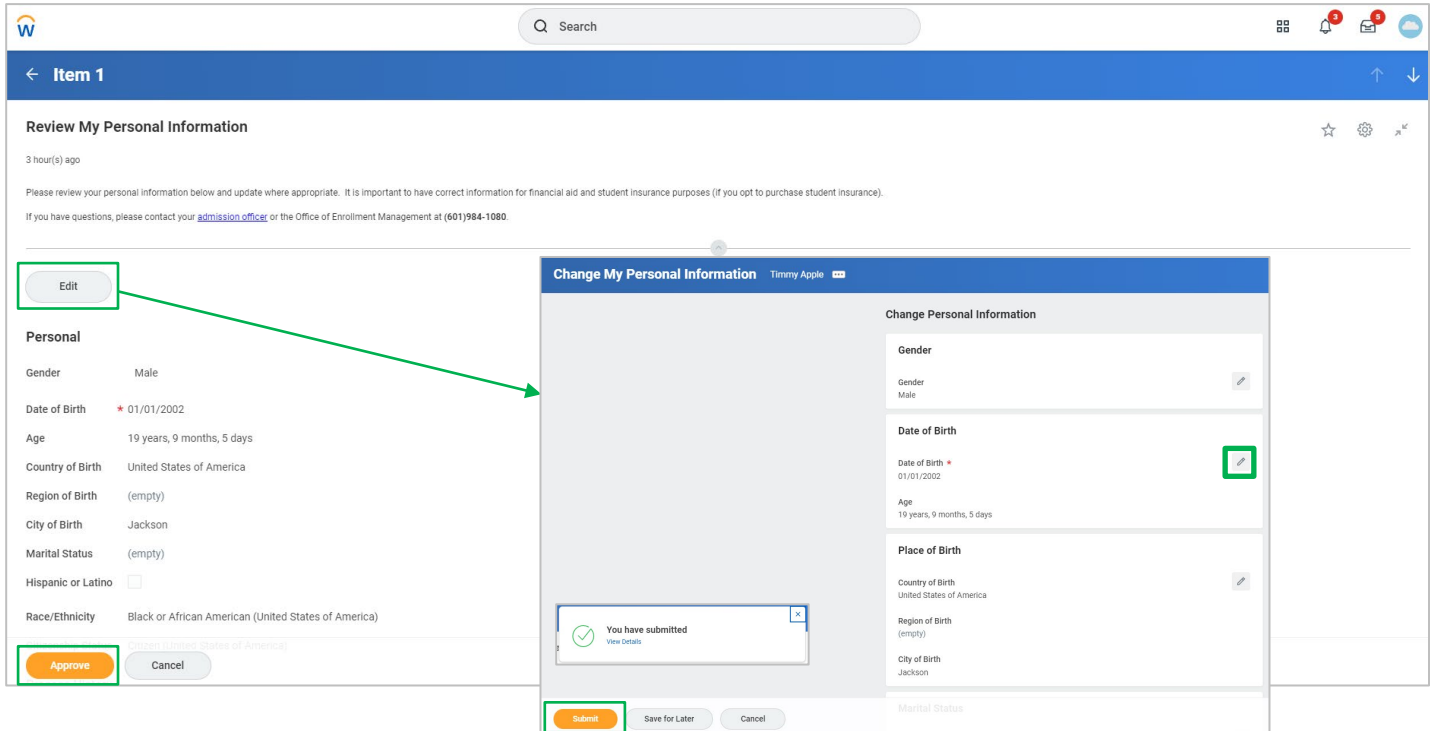
To Edit:

 - Click in the area to edit or click the PENCIL icon (opens the field boxes)
 - All required fields are indicated by a red *asterisk
 - A CHECK icon will save changes (ARROW icon will cancel or undo)
 - ADD button will allow you to add additional contact information
 - Click SUBMIT and DONE when finished (returns to the previous screen)
 - Click APPROVE and DONE.

Workday New Student Onboarding Guide

My Personal Information

In this task you will review/edit your personal information.



1. Review your personal information. It is important to have correct information for financial aid and student insurance purposes, if you opt to purchase student insurance.

Note: Birthdate, Gender and Ethnicity are required fields.

2. If information;
 - a. Is correct, click **Approve** and **Done**.
 - b. Needs editing (additions or changes)
 - i. Click **Edit** to allow changes.
 - ii. When finished click **Submit** and **Done**.
 - iii. Click **Approve** and **Done** to accept and return to the Inbox.

Workday New Student Onboarding Guide

Manage My Privacy Settings

In this task you will manage your privacy settings according to The Family Educational Rights and Privacy Act (FERPA).

W Search

← Item 1

Manage My Privacy Settings

3 hour(s) ago

Student Timmy Apple

Institution The University of Mississippi Medical Center

Description **The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)** is a Federal law that protects the privacy of student education records.

Rights afforded under FERPA can be found [HERE](#)

The Family Educational Rights and Privacy Act (FERPA) allows the Medical Center to disclose the following "directory information" without consent. The Medical Center regards the following information as "directory information", that is, information that may be made available to the general public: full name, reported date of birth, dates of attendance, digitized image, local address and telephone number, e-mail address, undergraduate college, home town or city at the time of application for admission, and dates of degrees received or expected with field and department of study, Medical Center prizes, residencies, fellowships, and similar honors awarded.

A student may choose not to allow the above information as it applies to your record to be designated "directory information". It is the student's responsibility to inform the institution of this exclusionary choice by placing a FERPA flag on your record at the time of registration or via the **Manage My Privacy Settings** task in Workday. This action will preclude any directory information about a student being released to a third party except in instances where FERPA does not apply.

Please be aware that possible consequences of withholding "directory information" include missed mailings, messages, and announcements, non-verification of enrollment or degree status, and non-inclusion in the Medical Center Commencement program.

If you have any questions, please contact the Office of Enrollment Management at 601-984-1080.

Directory information policy can be found [HERE](#)

I want my directory information to be public (recommended)
 I do not want my directory information to be public

If students elect to be included in the Public Student Directory, their Name, Photo, Institution, and Social Media links are always public by default.

Directory Data Values 17 items

Directory Data Value	Display on Profile

Submit Cancel

Scroll down to see the Directory Data Values

1. **Read** the information on the task screen.
2. For information about rights afforded under FERPA, click the **HERE** link indicated on the screen.
3. For information about the Directory Information policy, click the **HERE** link indicated on the screen.
4. **Indicate** by clicking the radio button, if you want your directory information to be **public or private**.
 - a. **If you wish to be included**; Scroll down the list for Directory Data Values to **indicate** either display (check) or not display (leave blank).
5. Click **Submit** and **Done**.

Workday New Student Onboarding Guide

My Friends and Family

In this task, include an Emergency Contact.

Please review the friends and family information below.

Friends and family include recommenders provided on admission application as well as individuals you would like listed as emergency contacts.

Please use the Add button to add a new individual. You will be required to add at least one method of communication for each person listed. It is important to keep this information current should they need to be contacted in the event of an emergency.

Add

Turn on the new tables view

3 items

Name	Relationship Types	Relationship	Phone Number	Email Address	Address	Third Party
John Carr	Recommender	Mentor		jc@gmail.com		No
Wayne Brady	Recommender	Manager		WBC@gmail.com		No
Tom Jones	Recommender	Personal		TJK@gmail.com		No

Done

1. Click the **Add** button.
*A red *asterisk indicates required fields.*
2. Select Emergency Contact under **Relationship Type**.
3. Select the **Relationship**.
4. Under the Name Section;
 - a. **Enter** the name information
5. Under the Contact Information Section - include at least one;
 - a. Phone (type area code+number)
 - b. Address
 - c. Email
6. Click **OK** and **Done**.
7. (Verify information added is correct) Click **Submit** and **Done**.

Note: Friends and Family can be found on your profile page if additions or edits are required.

-On your Workday Home page>click your picture top right> click View Profile.

-Click>Contact>Friends and Family tab.

Contact Friends and Family

Add

1 item

Name	Relationship Types	Relationship	Phone Number	Email Address	Address	Third Party	Actions
Cris Kite	Emergency Contact	Father	+1 (601) 5558787			No	Edit Friends and Family Remove Friends and Family

Workday New Student Onboarding Guide

Complete Questionnaire

In this task, indicate if you have been inducted into Phi Kappa Phi?

The screenshot shows a Workday questionnaire titled "Complete Questionnaire" for "Phi Kappa Phi Membership". The question is "Have you been inducted into Phi Kappa Phi?". There are two radio button options: "Yes" and "No". The "No" option is selected and highlighted with a green box. At the bottom of the form, there are three buttons: "Submit" (highlighted with a green box), "Save for Later", and "Cancel". The top of the interface shows the Workday logo, a search bar, and notification icons.

1. Click in the appropriate response- **Yes** or **No**.
 - a. If Yes, indicate at which institution
2. Click **Submit** and **Done** to continue.

Workday New Student Onboarding Guide

Consent to Receive Form 1098-T Electronically

In this task, you will agree to receive Form 1098-T electronically.

The 1098T form is prepared every January to report to the IRS how much tuition you paid for the previous tax year, and how much you received in scholarships, if applicable. 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. For more information about the 1098T click [HERE](#).

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

Process History

Item	Status	Time
tapple / Timmy Apple Student Onboarding Event - Step Completed	Step Completed	2 hours ago
Workday Service Service: Apply Student Hold - Not Required	Not Required	2 hours ago
Workday Service Service: Apply Student Hold - Step Completed	Step Completed	2 hours ago
Workday Service Service: Apply Student Hold - Step Completed	Step Completed	2 hours ago
Workday Service Service: Apply Student Hold - Step Completed	Step Completed	2 hours ago
Workday Service Service: Apply Student Hold - Step Completed	Step Completed	2 hours ago
Workday Service Service: Apply Student Hold - Step Completed	Step Completed	2 hours ago
Workday Service Service: Apply Student Hold - Step Completed	Step Completed	2 hours ago
Workday Service Service: Apply Student Hold - Step Completed	Step Completed	2 hours ago
Workday Service Service: Apply Student Hold - Step Completed	Step Completed	2 hours ago

1. Read the information on the screen.
 - a. For More information about 1098-T, click the HERE link.

2. Click the **check box** to consent
3. Click **Submit**.

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

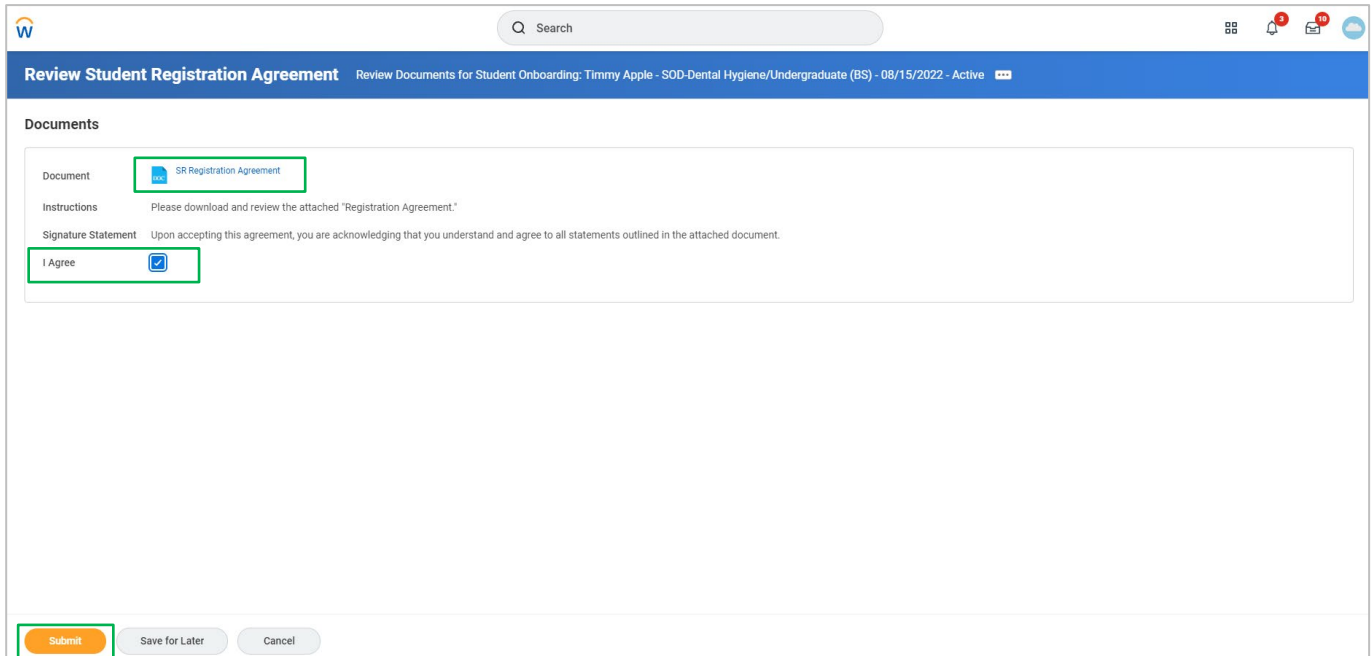
4. Confirmation screen will display
5. Click **Done** to continue.



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

Workday New Student Onboarding Guide

Student Registration Agreement

In this task you will download, save, review and agree to the document.






1. Click the **SR Registration Agreement** document link to open.
2. On the document screen, click the **download icon** . Once downloaded, click the file to open then **save** the document to your computer.
3. When finished reading the document, click the **left arrow**  **SR Registration Agreement** to return to the onboarding process.
4. Review **Signature Statement** and click the **I Agree**  check box.
5. Click **Submit** and **Done**.

Workday New Student Onboarding Guide

SARA Reciprocity Statement

Complete this task if you are enrolled in a program of study that requires a professional licensure/certification.

The screenshot shows a Workday interface for a document titled "SARA Reciprocity Statement". The document is dated "2 hour(s) ago". Under the "Documents" section, there is a document icon labeled "Professional Licensure". Below this, the "Instructions" section contains text about the SARA agreement and a link labeled "HERE" circled in green. The "DEFINITION OF LOCATION" section provides options for face-to-face and online students. The "Signature Statement" section includes the text "I acknowledge that I have fully read and understood the State Authorization Reciprocity Agreement policy." Below this is an "I Agree" checkbox which is checked. At the bottom of the form, there are three buttons: "Submit" (highlighted with a green box), "Save for Later", and "Cancel".

1. Review **Instructions** section. If you are located outside the state of Mississippi, please visit the UMMC State Authorization Professional Licensure website by clicking the HERE link.
2. Click the **Professional Licensure Link** to open the document.
3. On the document screen, click the **download icon** . Once downloaded, click the file to open then **save** the document to your computer.
4. When finished reading the document, click the **left arrow**  **SARA Doc** to return to the onboarding process.
5. Review **Signature Statement** and click the **I Agree**  check box.
6. Click **Submit** and **Done**.

Workday New Student Onboarding Guide

Student Health Insurance

In this task you will download, save, review and agree to the document.

The screenshot shows the Workday interface for reviewing a document titled "UMMC Student Health Insurance Requirement". The document is listed under the "Documents" section. Below the document title, there are instructions and a signature statement. The "I Agree" checkbox is checked. At the bottom, there are buttons for "Submit", "Save for Later", and "Cancel".

Documents

Document UMMC Student Health Insurance Requirement

Instructions Please read the following statements related to the UMMC Student Health Insurance Requirement:

- I understand that I am required to maintain major medical health insurance coverage.
- I understand that by electing not to enroll in the UMC Student Group Health Insurance Plan, I am accepting the responsibility to maintain my own medical insurance coverage for the duration of my enrollment at UMC.
- I certify that I have been offered enrollment in the UMC Student Group Health Insurance Plan and that I have elected not to apply for coverage under this plan. I understand that should I decide in the future to apply for coverage under the UMC Student Group Health Insurance Plan that application must be made either during the first 30 days of my initial enrollment as a student, in the annual open enrollment period, or as the result of a special qualifying event, and that various deadlines apply and cannot be waived.
- I understand that UMC reserves the right to modify the group insurance plan available to students as needed and that benefits and enrollment rules in effect now could change between the time I waive out of the plan and a later time when I may wish to enroll in the plan.
- I understand that in the event I seek medical care at The University of Mississippi Medical Center hospital or clinics I am responsible for paying for the cost of the care either directly or through my own insurance plan.
- I understand that I must be prepared to furnish proof of coverage upon request.

To remove this hold you are required to provide proof of health insurance coverage or purchase an available plan through the student insurance portal. To access the portal, navigate to the main Workday screen, select the Finances icon, My Account, Student Health Insurance Form. If you already have health insurance, please be prepared with the name of your insurance company and your subscriber ID. If you need health insurance, you will be able to see the plans we offer and apply for coverage. Please note the removal of this hold could take up to one business day to process.

Signature Statement I acknowledge that I have fully read and understood the UMMC Student Health Insurance policy.

I Agree

Submit Save for Later Cancel

1. Read Instructions.
2. Click the **UMMC Student Health Insurance Requirement** document link.
3. On the document screen, click the **download icon** . Once downloaded, click the file to open then **save** the document to your computer.
4. When finished reading the document, click the **left arrow** to return to the onboarding process.
5. Review **Signature Statement** and click the **I Agree** check box.
6. Click **Submit** and **Done**.

Workday New Student Onboarding Guide

Student Health Packet

Review Student Health Packet Review Documents for Student Onboarding: Timmy Apple - SOD-Dental Hygiene/Undergraduate (BS) - 08/15/2022 - Active

Documents

Document Student Health Packet

Instructions Please download and review the Health Packet. Upon completion of this task, you will not be able to access the document again. All health requirements must be completed prior to registration. You are encouraged to submit this information at least 6 weeks prior to the start of the academic term to allow appropriate time for review and prevent registration delays.

You will receive a link to a REDCap survey where you will upload this COMPLETED health packet signed by a provider. If you already have all of your health information, in one document (combined PDFs, 121 Form, other) you may also submit it via the link you will receive in the email you provided.

Signature Statement By checking this box, I acknowledge I have downloaded the health packet to be completed and submitted through the appropriate method. I understand that I will not have access to this document again after this point and will remain on hold for registration until such time it is completed and reviewed by Student/Employee Health.

I Agree

Submit Save for Later Cancel

1. **Read ALL** information provided on the task page.
2. Click Document **Student Health Packet** link.
3. Download the packet to your computer by clicking . Next and previous page arrows and a printer icon are available if necessary.
4. When finished reading the document, click the **left arrow** to return to the onboarding process.
5. **Review** Signature Statement and click the **I Agree** check box.
6. Click **Submit** and **Done**.

Workday New Student Onboarding Guide

Fingerprinting Instructions

In this task you will download, save, review and agree to the document.

W Search

Fingerprinting Instructions Review Documents for Student Onboarding: Timmy Apple - SOD-Dental Hygiene/Undergraduate (BS) - 08/15/2022 - Active

Documents

Document STU School of Dentistry - New Student Fingerprinting

Instructions You must complete fingerprinting for a criminal background check prior to acceptance to the program. Schedule your appointment to be fingerprinted immediately to ensure the greatest selection of available time-slots for timely completion and avoid delaying your academic studies.

Signature Statement I acknowledge that I have fully read and understood the UMMC Fingerprinting document and will schedule my appointment prior to enrolling.

I Agree

Submit Save for Later Cancel

7. Review instructions section. Click the **New Student Fingerprinting document link** to open.
8. On the document screen, click the **download icon** . Once downloaded, click the file to open then **save** the document to your computer.
9. **Review** the information.
10. When finished reading the document, click the **left arrow** **- New Student Fingerprinting** to return to the onboarding process.
11. **Review** Signature Statement and click the **I Agree** check box.
12. Click **Submit** and **Done**.

Workday New Student Onboarding Guide

UMMC Acceptable Use Policy

In this task you will accept UMMC Use Policy.

The screenshot shows a Workday interface for reviewing documents. At the top, there is a search bar and navigation icons. Below the header, the document title is "UMMC Acceptable Use Policy" with a subtitle "Review Documents for Student Onboarding: Timmy Apple - SOD-Dental Hygiene/Undergraduate (BS) - 08/15/2022 - Active". The main content area is titled "Documents" and contains three sections: "Document Link" with a link to "UMMC Acceptable Use Policy", "Instructions" stating "Please review the UMMC Acceptable Use Policy.", and "Signature Statement" with the text "I hereby attest that I have reviewed and specifically acknowledge UMMC's Information Technology Acceptable Use Policy and my responsibility to adhere to it as a UMMC student." Below the signature statement is a checkbox labeled "I Agree" which is checked. At the bottom of the form, there are three buttons: "Submit", "Save for Later", and "Cancel".

1. Review Instructions section. Click the **UMMC Acceptable Use Policy document** link to open the policy site.
2. **Read the policy** and **close the browser tab** to return to Workday onboarding.
3. Review **Signature Statement** and click the **I Agree** check box.
4. Click **Submit** and **Done**.

Workday New Student Onboarding Guide

Program Specific

School of Nursing

In this task, only School of Nursing Students will review the listed documents. Others, not in the SON program, will not receive this task. To review the documents;

Review Documents

Review Documents Review Documents for Student Onboarding: Greener Grass - SON-Traditional BSN/Undergraduate (BSN) - 05/31/2022 - Active

2 second(s) ago

Documents

Document Information Policy Agreement

Signature Statement I agree to read and to abide by the UMMC Information Policy and all other institutional policies.

I Agree

Document Student Handbook

Instructions The Links to the Student Handbook are provided below.

http://ummc.edu/son/Student_Handbook/
http://ummc.edu/son/tech_standards_APG.pdf/

Signature Statement I do hereby endorse and affirm the principles contained in this policy found in the UMMC School of Nursing Student Handbook. Through my attestation I affirm and express my commitment to act in a manner consistent with the standards of ethics, civility, and professionalism inherent in the policy.

I Agree

Document Substance Use Policies

Signature Statement I do hereby endorse and affirm the principles contained in this policy found in the UMMC School of Nursing Student Handbook. Through my attestation I affirm and express my commitment to act in a manner consistent with the standards of ethics, civility, and professionalism inherent in the policy.

I Agree

Document Travel Waiver

Signature Statement I have read and agree with the statements on the attached Travel Waiver.

I Agree

Submit Save for Later Cancel

1. **Read** each document listed by clicking the document link.
2. When finished reading the document, click the **arrow** to return to the task screen.
3. Review **Signature Statement** and click the **I Agree** check box for each.
4. When all documents have been agreed, click **Submit** and **Done**.

Other SON Documents

SON will provide other documents for review depending on your program of study such as;

- SON Welcome Letter
- Waiver of Access Rights to Confidential Letters or Statements of Recommendations
- Release of Information Waiver Form

Workday New Student Onboarding Guide

Medical Scribe Document – MSS Program

In this task only students enrolled in a MSS program, will review Medical Scribe document.

Medical Scribe Document
Review Documents for Student Onboarding: Kim Kite - SHRP-Certificate Medical Scribe Specialist/Undergraduate (CT) - 08/16/2021 - Active Actions
12 second(s) ago

Documents

Document **Medical Scribe Specialist Program CPR Requirement**

Instructions Students in the Medical Scribe Specialist certificate program are required to submit evidence of Cardiopulmonary Resuscitation certification (CPR) as a BLS Healthcare Provider (American Heart Association) to the Department of Health Sciences as stated within the program admission requirements in the UMMC Bulletin. As a reminder, evidence of CPR certification must be received by August 30th of the fall semester of the program. Please send a front and back scan of your CPR card to Colette Turner, cwhiteturner@umc.edu, in the Department of Health Sciences on or before the above stated deadline. For questions regarding this requirement, please contact the Department of Health Sciences at 601-815-1150.

Signature Statement I acknowledge that I have fully read and understood the policy.

I Agree

Submit **Save for Later** **Cancel**



1. Review **instructions** section. Click **Medical Scribe Specialist Program CPR Requirement** document to open.
2. On the document screen, click the **download icon** . Once downloaded, click the file to open then **save** the document to your computer.
3. When finished reading the document, click the **left arrow** to return to the onboarding process.
4. Review **Signature Statement** and click the **I Agree** check box.
5. Click **Submit** and **Done**.

Workday New Student Onboarding Guide

CITI Training Registration – PHD programs or Master in Clinical Investigations

Students who are only enrolled in PHD programs or Masters in Clinical Investigations will review CITI document.

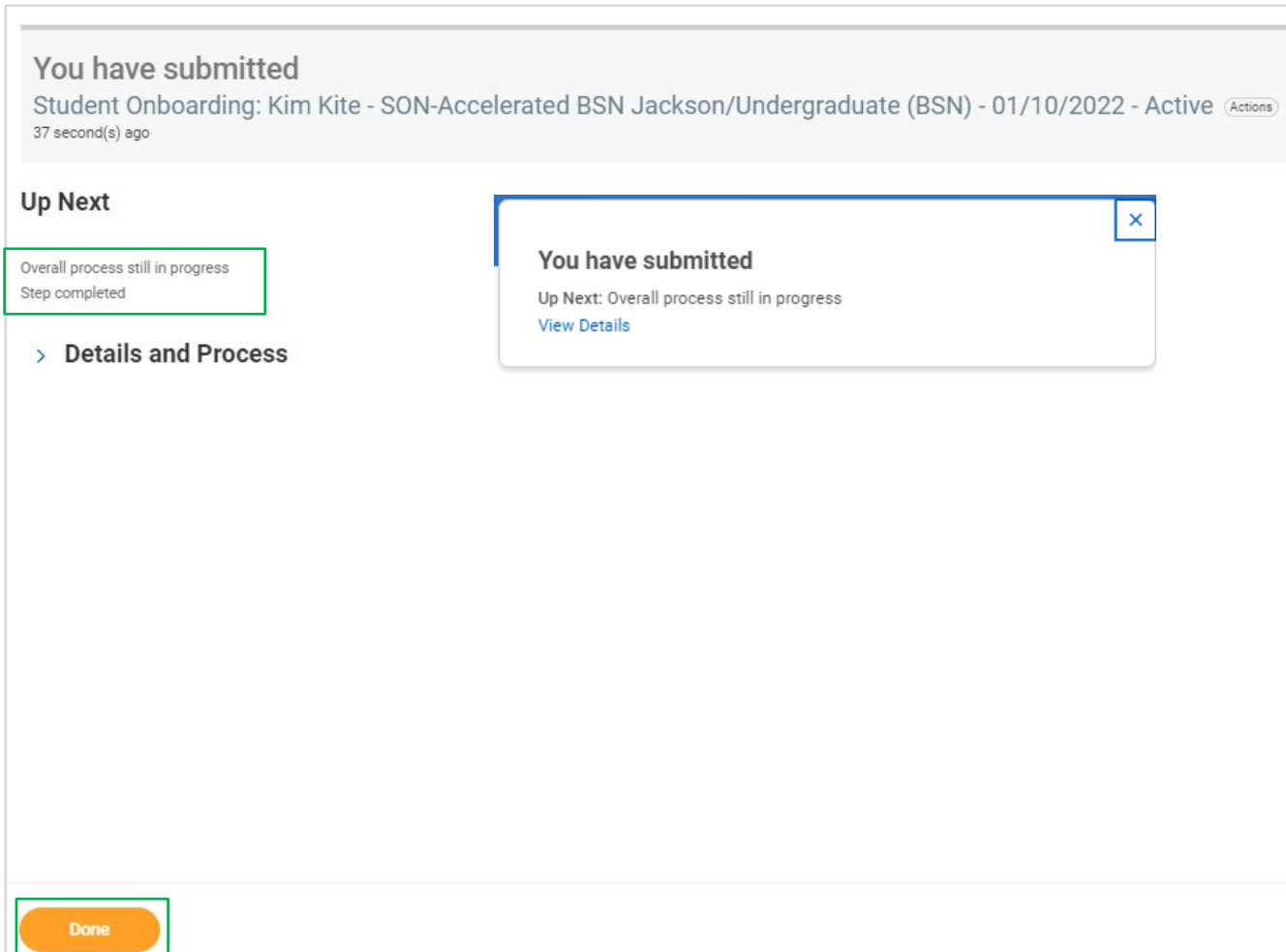
The screenshot shows the 'Review Documents' page in Workday. At the top, there is a search bar and navigation icons. Below the header, the document title is 'Review Documents for Student Onboarding: Zan Thomas - School of Graduate Studies in Health Sciences/Graduate (MS) - 08/29/2022 - Active'. The document was updated '39 second(s) ago'. Under the 'Documents' section, there is a document titled 'CITI Training Registration'. Below this, the 'Instructions' state that incoming students must complete the Biomedical Responsible Conduct of Research portion of CITI training. The 'Signature Statement' reads: 'I acknowledge that I have fully read and understood the CITI Training Registration policy.' Below the signature statement is a checked 'I Agree' checkbox. At the bottom of the form, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

1. Read the Instructions.
2. Click the Document **CITI Training Registration** to review the document.
3. When finished reading the document, click the **left arrow**  to return to the onboarding process.
4. Review **Signature Statement** and click the **I Agree**  check box.
5. Click **Submit** and **Done**.


Workday New Student Onboarding Guide

Onboarding is Complete

You have finished your last onboarding task when the screen “**Overall process still in progress – step completed**” appears. This indicates some of the onboarding tasks are awaiting administration approval.



Click **Done**.

Refresh your screen by clicking the  Home button– your Inbox should not list any onboarding tasks. If an onboarding task is listed, click the task to complete.

Where to find the Reviewed Documents

The document attachments reviewed during onboarding can be found in Workday for future viewing. Follow the steps to locate the documents.

1. From Workday’s Home page, click **your picture** (top right).
2. Click **View Profile**.
3. Click **Personal** Category.
4. Click the **Documents** tab at top.
5. Above the table, click **Reviewed Documents** to display the document attachments.