This quick reference guide (QRG) provides instructions on how to access and complete your student onboarding materials in Workday. The type and number of materials required during onboarding depends on your institution. Additionally, your institution may assign some of these materials each term to ensure your information is updated. If you are a student at multiple institutions, you may be required to complete the onboarding materials for each institution.

To complete your student onboarding materials, complete the following steps.

STUDENT ONBOARDING MATERIALS

From the Workday Home page:

1. Click **My Tasks** in the righthand corner of the page.

2. Review the information and complete the required action for the onboarding task.
3. Click **Submit**.
4. Repeat steps two and three for all assigned onboarding materials.

Note: You are required to complete all onboarding materials in Workday. Most of the information collected can be edited later, but it is essential that you thoroughly review and submit the most accurate information possible.

All Items

Search: All Items

Advanced Search

[STU] Change my Preferred Name: Student Onboarding: [AM Test] Cooper Mathews (200000083) - University of Arkansas Community College at Batesville - UACCB | Division of Workforce Education/Undergraduate (TC) - 08/21/2023 - Active

Federal Student Aid Authorizations Event for [AM Test] Cooper Mathews (200000083) - Federal Student Aid Authorizations