WORKDAY PRE-REGISTRATION STUDENT GUIDE

This guide outlines Workday tasks and processes for Pre-Registration Student Onboarding

workday.

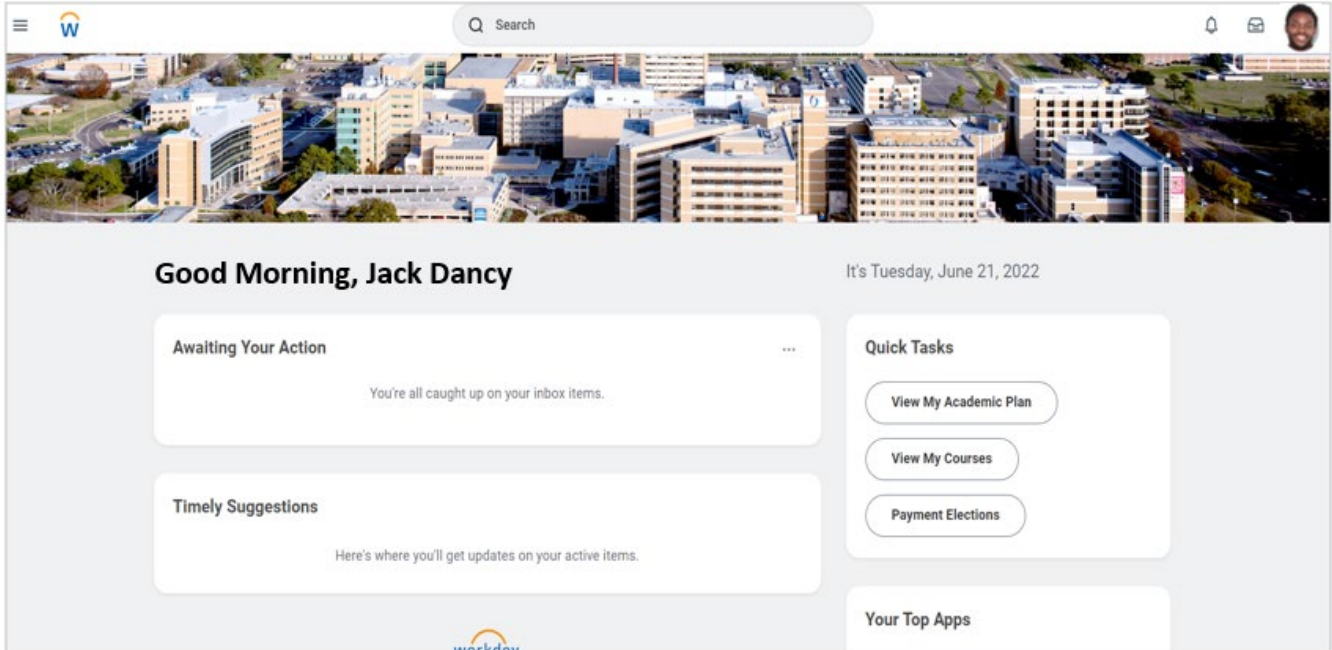# Workday Pre-Registration Student Guide

Table of Contents

Workday Pre-Registration Student Guide

Workday Home Page and Learning Resources for Students

Workday's Home page provides student's with a search bar, action items, quick tasks and applications to find tasks and reports within the Workday system.


Where to Find Workday Resources

Basic Workday Navigation and other student related resources can be found on the Workday Learning Resource site. To locate the site,

a. Click ☰ **MENU** (Global Navigation) at top left of the Workday home screen. From the drop down list of available applications.

b. From the drop down list of available applications, click the **Workday Learning Resources** application.

🛟 **Workday Learning Resources**

c. Click the Quick link item, **Learning Resources** link.

d. Under the Student section, click the **Resources for Students** link to see a list of helpful systematic guides.
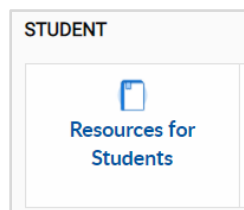
Check this site often for new/updated Learning Resources to the Workday Student system.

Pre-Registration

Getting Started

1. To start the pre-registration process from your Home page, click your 📭 **Inbox** located at the top right of the screen.

2. The first pre-registration task will appear under the **Actions** column. Follow the instructions for this task.

PLEASE READ –

- Complete each task listed. Depending on your Program of Study, each task is presented in a different order and can be completed in any order.

- For help with onboarding tasks, click a task listed in the Table of Contents of this guide to quickly display a reference page. A Program Specific section is available for referencing onboarding tasks related to specific programs of study.

- Some tasks will display a 'Save for Later' button, in which you can click to save where you left off in the task. The task will stay in your Action column of your Inbox until completed.

- Each completion of an onboarding task will automatically remove the task from the Action column. If this does not occur, click the **W** home icon to update/refresh the list. A 🔄 Refresh refresh button may appear to assist with updating onboading tasks listed in the Action column.

- **IMP**: Read all the information/instructions/documents on each task screen.

Workday Pre-Registration Student Guide

Review My Legal Name

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

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 <u>correct</u>, click **Approve** and **Done**.
   b. If <u>changes</u> are needed, type **Change My Legal Name** task in Workday's search bar to edit and submit changes.

Note: *If changes are needed later, type "Change My Legal Name" in Workday's search bar to edit and submit changes.*

Once the first task has been 'Approved' or 'Submit/Done', the Actions list will populate the remaining pre-registration tasks and its contents. Each completion of a task will automatically remove the task from the inbox list. Continue with the tasks listed.

Powered by technology learning central

Workday Pre-Registration Student Guide

Review 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.

1. **Review** your Home contact information.
    a. **Home Address** (where you live day to day)
    b. **Email Address**
    c. **Phone** (mobile)
2. If information is <u>correct</u>, click **Approve** and **Done**.
    a. To <u>add or update</u> 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 Pre-Registration Student Guide

Review My Friends and Family

In this task, include an Emergency Contact and other sources of contact such as recommenders.

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.

Workday Pre-Registration Student Guide

Manage My Privacy Settings

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


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** display (check) or not display (leave blank).

5. Click **Submit** and **Done**.

Workday Pre-Registration Student Guide

## Review Student Registration Agreement

In this task, you will download, save, review and agree to the document.
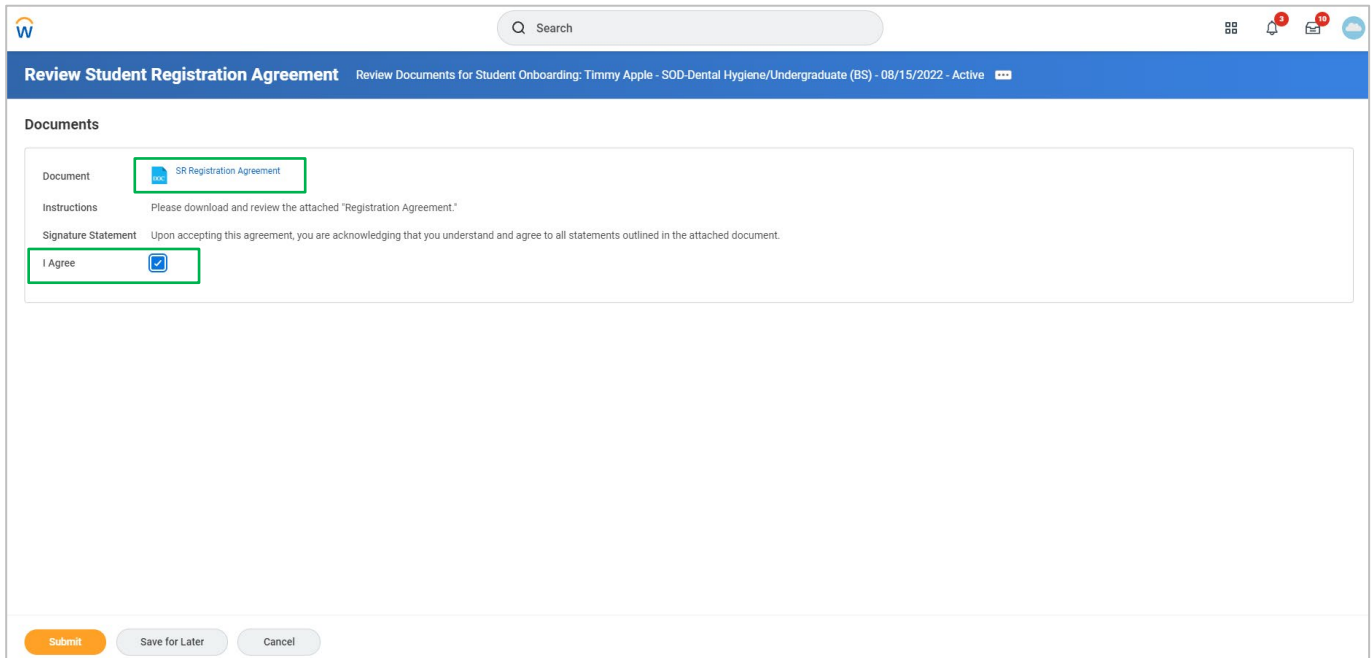
1. Click the **SR Registration Agreement document link** to open.

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**.

Workday Pre-Registration Student Guide

If applicable, <u>click the **Refresh** button</u> to load pre-registration document tasks.
Depending on your program of study, you may need to refresh multiple times to load the next tasks
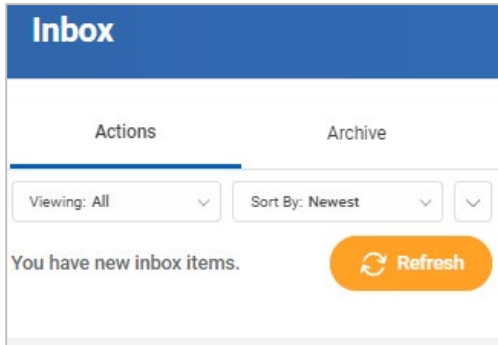
Disclosure Statement of Criminal Offense

In this task, you will disclose any changes to your criminal history record after your UMMC acceptance.

1. Click the appropriate response;
   - Have NOT been charged
   - Have been charged – state offense
2. Click **Submit**.

Powered by technology learning central

Workday Pre-Registration Student Guide

SARA Reciprocity Statement

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

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 <u>HERE</u> 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.**

Workday Pre-Registration Student Guide

Professional Licensure

In this task, if applicable, you will review the Professional Licensure document.

1. Review Instructions section. Click the **Professional Licensure document** link to open.

2. **Read the document** and **close the browser tab** to return to Workday onboarding.

3. Review **Signature Statement** and click the **I Agree** check box.

4. Click **Submit**.

Workday Pre-Registration Student Guide

Make My Federal Student Aid Authorizations

In this task, you will review and accept to authorize this institution to use Federal Student Aid to pay for non-institutional charges.

1. **Review** instructions at the top.

2. Review **Signature Statement**.

3. Click the **I Authorize** check box.

4. Click **Submit**.

Workday Pre-Registration Student Guide

Program Specific Documents to Review

Depending on your program of study, schools may require documents for you to review and attest to in order to complete your pre-registration tasks.

Others that do not meet the requirements or not in the programs below, will not receive the document tasks.

The steps provided below, are conducive to completing most documents:

1. **Review** the Instructions (links to other documents may also be available) and Signature statements for each document task.

2. Click the **Document link** to review, and if needed, ⬇ download the document to your computer or 🖨 print.

3. Return to the document task by clicking the ← **arrow** in the top left corner.

4. Attest, by clicking the [I Agree ☑] **I Agree** check box.

5. When finished, click **Submit/Done**.

Note: If applicable, click the **Refresh** button to load program specific pre-registration document tasks. If a refresh button is not available, you have completed the pre-registration tasks.

School of Medicine

- **SR AAMC Core Entrustable Professional Activities for Entering Residency**
  Review the School of Medicine's Honor Code related to academic integrity and behaviors. This document includes important information about the potential impacts of appearing to engage in academic dishonesty.

- **SR Educational Program Objectives**
  Review the School of Medicine's Honor Code related to academic integrity and behaviors. This document includes important information about the potential impacts of appearing to engage in academic dishonesty.

- **SR Honor Code and Attestation**
  Attest to the principles set forth in the University of Mississippi School of Medicine's Covenant for Medical Education and Student Code of Professional Conduct.

- **SR M3 Technical Skills**
  Review the technical skills (procedures) that are expected of students during the M3 year. These are promotion requirements and must be completed to progress from the M3 to the M4 stage of training.

- **SR Procedure on Infection** E-SOM-OAA-GEN-PR-00010
  Review the School of Medicine's policy on student infection procedures.

- **SR SOM Handbook**
Review the School of Medicine Student Handbook, including all expectations of students, policies, and procedures.

- **SR Technology Requirements**
Review the School of Medicine technology requirements and standards.

School of Dentistry

- **SR Policy on Ethical Conduct Attestation**

- **SR SOD Student Handbook Attestation**
Review the School of Dentistry Student Handbook, including all expectations of students, policies, and procedures.

School of Health Related Professions

- **SHRP Handbook Attestation**
Review the School of Health Related Professions Student Handbook, including all expectations of students, policies, and procedures.

- **SHRP Photo Questionnaire Approval Status**

Pre-Registration is Complete

After submitting all documents, the below message will appear.
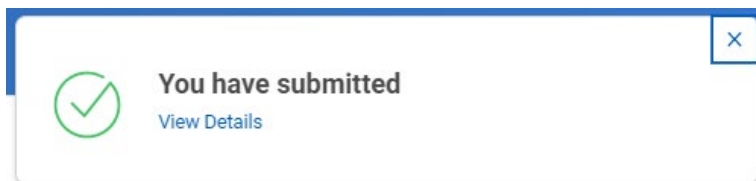
1. Refresh your screen by clicking the ⌢W Home button– your Inbox should not list any onboarding tasks. If an onboarding task is listed, it may have been skipped or saved for later, click the task to complete.

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.