

# WORKDAY PRE-REGISTRATION STUDENT GUIDE

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



# Workday Pre-Registration Student Guide

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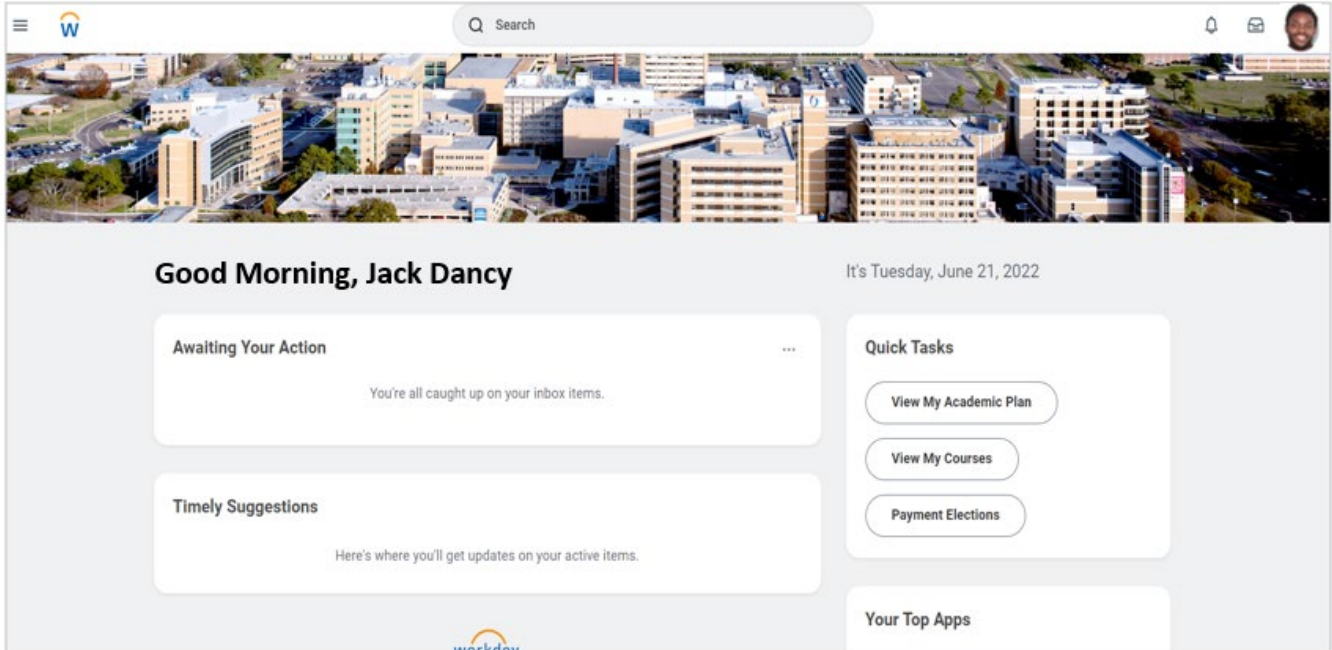
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# Workday Pre-Registration Student Guide


## 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

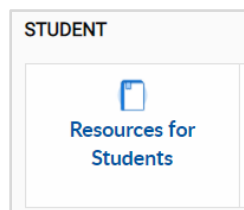
Basic Workday Navigation and other student related resources can be found on the Workday Learning Resource site. To locate the site,

- Click  **MENU** (Global Navigation) at top left of the Workday home screen. From the drop down list of available applications.
- From the drop down list of available applications, click the **Workday Learning Resources** application.



**Workday Learning Resources**

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

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## 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  home icon to update/refresh the list. A  refresh button may appear to assist with updating onboarding tasks listed in the Action column.

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

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## Review My Legal Name

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

The screenshot shows the Workday interface for the 'Review My Legal Name' task. The task title is 'Review My Legal Name' and it was created 1 hour(s) ago. The main content area contains the following text: '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, and 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.' Below this text is a form with a 'Name' field containing 'Timmy Apple'. To the right of the form is a 'Process History' section with a table of steps: 'tapple / Timmy Apple' (Student Onboarding Event - Step Completed, 1 hour ago), 'Workday Service' (Service: Apply Student Hold- Not Required, 1 hour ago), 'Workday Service' (Service: Apply Student Hold- Step Completed, 1 hour ago), 'Workday Service' (Service: Apply Student Hold- Step Completed, 1 hour ago), and 'Workday Service' (Service: Apply Student Hold- Step Completed, 1 hour ago). At the bottom of the task are 'Approve' and 'Cancel' buttons.

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, 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.

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## 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.

**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**

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 correct, click **Approve** and **Done**.
  - a. 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.

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## Review My Friends and Family

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

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.

Turn on the new tables view

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	
Cris Kite	Emergency Contact	Father	+1 (601) 5558787			No	Actions

Edit Friends and Family  
Remove Friends and Family

# 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).

**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
Name	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

Submit Cancel

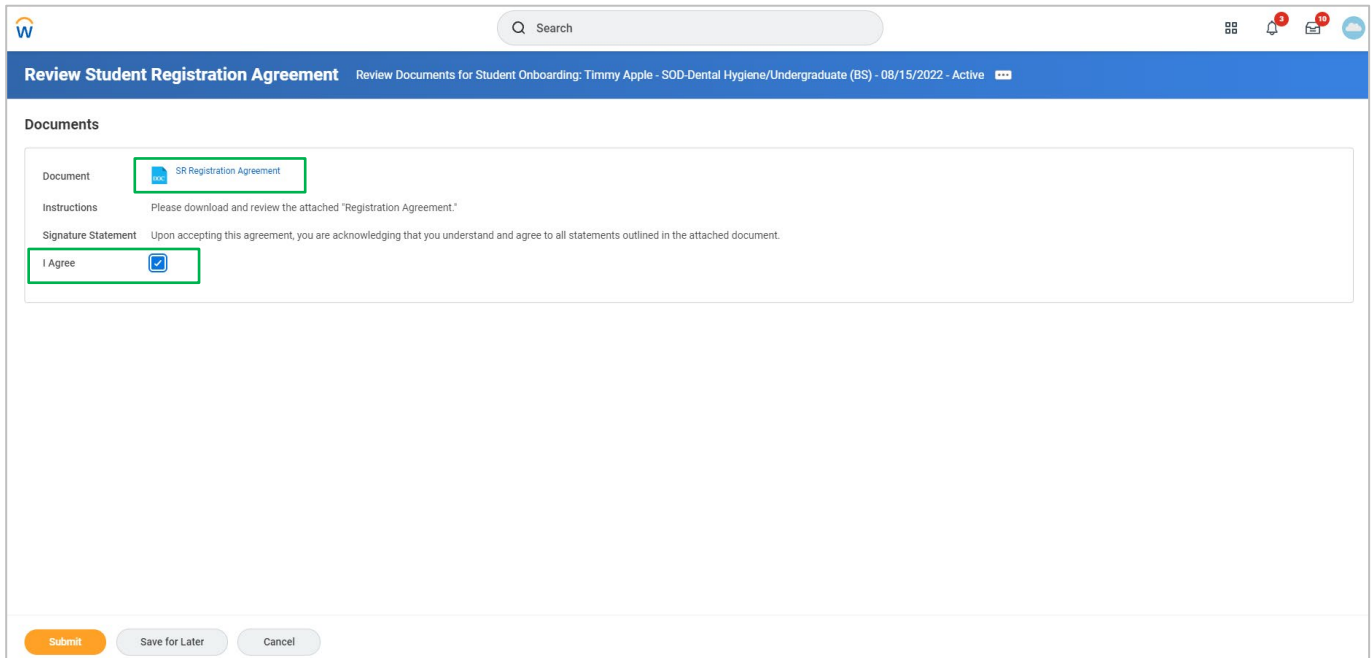
1. Read the information on the task screen.
2. For information about rights afforded under FERPA, click the **HERE** link indicated on the screen.
3. For information about the Directory Information policy, click the **HERE** link indicated on the screen.
4. **Indicate** by clicking the radio button, 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**.






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## Review Student Registration Agreement

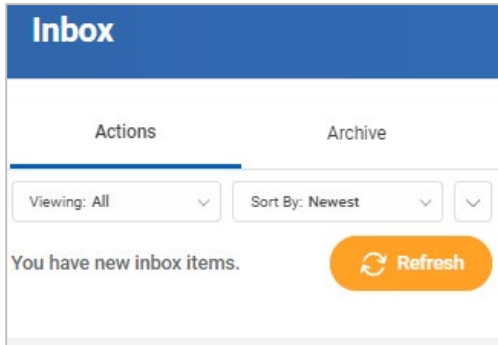
In this task, you will download, save, review and agree to the document.



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**.

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If applicable, click the **Refresh** button 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.

**Complete Questionnaire** ☆ ⚙️ ↶

'Disclosure Statement of Criminal Offense' for Student Onboarding: Remote Control - SON-BSN Advanced Standing/Undergraduate (BSN) - 08/15/2022 - Active ⋮

18 hour(s) ago

Disclosure Statement of Criminal Offense

- **University of Mississippi Medical Center**

**Disclosure Statement of Criminal Offenses**

Acknowledgement:

All students have an affirmative obligation to immediately disclose any changes to their criminal history record including charges resulting from arrests, criminal convictions of both misdemeanor and felony crimes, and addition to a sex offender registry to the Dean of their program of studies or their designee.

I understand that my failure to disclose any criminal charge or conviction since my last criminal background check performed as a result of my enrollment at UMMC may result in my dismissal from the program.

By submitting this form, I attest that the information that I have provided is true and accurate. I understand that my clearance to be enrolled as a student at UMMC may be revoked at any time in response to this disclosure. I release UMMC and its agents, officers, employees, attorneys, and representatives of all liability associated with student admission and enrollment decisions or actions based in whole or in part on compliance with Miss. Code Ann. § 39-27-232.

Pursuant to Miss. Code Section 37-29-232 and the requirements of UMMC, I attest and affirm that: (Required)

I have NOT been charged with or convicted of any criminal offense other than minor traffic violations since my last criminal background check performed at the time of my enrollment at UMMC.

I have been charged with or convicted of criminal offense(s) other than minor traffic violations since my last criminal background check performed at the time of my enrollment at UMMC.

Submit Save for Later Cancel

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

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## SARA Reciprocity Statement

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

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

2 hour(s) ago

**Documents**

Document Professional Licensure

**Instructions**

Both Federal law and the State Authorization Reciprocity Agreement (SARA) which the University of Mississippi Medical Center (UMMC) participates in require that this periodic notification be delivered to your attention. Because you have enrolled to a program that customarily leads to professional licensure/certification, this notification is intended to provide you with important licensure information in the state in which you are presently located. The program you are enrolled in meets all academic requirements for licensure/certification in the state of Mississippi. Please visit the UMMC State Authorization Professional Licensure website [here](#) if you are located outside of the state of Mississippi in order to inform you if the academic requirements for licensure in that state are met or not, or if UMMC has not made a determination.

**DEFINITION OF LOCATION**

Option for Face-to-Face Students- As a face-to-face student, your location is defined as the home address that you review each semester prior to enrolling.  
Option for Online Students- As an online student, your location is defined as the physical location that you indicate you are in while taking courses.

If you have any questions please contact Kenneth Heard, Director of State Authorizations at [heardk2@umc.edu](mailto:heardk2@umc.edu) or (601)815-7823.  
<http://umc.edu/Office's20of's20Academic's20Affairs/About-Academic-Affairs/State's20Authorization/Professional's20Licensure/Professional's20Licensure.html>

**Signature Statement** I acknowledge that I have fully read and understood the State Authorization Reciprocity Agreement policy.

I Agree

Submit Save for Later Cancel

1. Review **Instructions** section. If you are located outside the state of Mississippi, please visit the UMMC State Authorization Professional Licensure Center 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**.

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## Professional Licensure

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

The screenshot shows the 'Review Documents' section in Workday. The document title is 'Review Documents for Continuing Student Onboarding for: -SHRP-Physical Therapy/Graduate (DPT) - 05/26/2020 - Active'. The document is titled 'Professional Licensure'. The 'Instructions' section contains the following text: 'Both Federal law and the State Authorization Reciprocity Agreement (SARA) which the University of Mississippi Medical Center (UMMC) participates in require that this periodic notification be delivered to your attention. Because you have enrolled to a program that customarily leads to professional licensure/certification, this notification is intended to provide you with important licensure information in the state in which you are presently located. The program you are enrolled in meets all academic requirements for licensure/certification in the state of Mississippi. Please visit the UMMC State Authorization Professional Licensure website [here](#) if you are located outside of the state of Mississippi in order to inform you if the academic requirements for licensure in that state are met or not, or if UMMC has not made a determination.' Below this is the 'DEFINITION OF LOCATION' section, which defines location for face-to-face and online students. A 'Signature Statement' section follows, with the text: 'I acknowledge that I have fully read and understood the State Authorization Reciprocity Agreement policy.' Below this is a checked 'I Agree' checkbox. At the bottom, there is a 'Comment' text box and three buttons: 'Submit', 'Save for Later', and 'Cancel'.

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**.

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## 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.

**Make My Federal Student Aid Authorizations**

12 second(s) ago

By checking I Authorize when prompted for Federal Student Aid Authorizations I understand the following. Authorization allows the UMMC Student Accounting Office to apply any credit balance from disbursement of current semester Title IV financial aid funds to pay outstanding non-institutional charges. I understand that this authorization to apply Title IV funds on my account is voluntary and remains in effect for the duration of my UMMC education. If I later understand that I can change or rescind these authorizations by submitting a withdrawal of consent in writing to the Student Accounts Office. Please keep in mind that if you do not check authorize, you, the student, will become liable for all charges not covered by financial aid even if a refund was issued. A hold will be placed on your account if you have an unpaid balance. An outstanding balance will prevent you from receiving grades, requesting transcripts and registering for future semesters.

**Federal Student Aid Authorizations**

Student

Institution The University of Mississippi Medical Center

Expires After Lifetime

Signature Statement I authorize this institution to use my Federal Student Aid to pay for non-institutional charges.

I Authorize

enter your comment

**Process History**

Federal Student Aid Authorizations Event- Automatic Complete Just now

Make My Federal Student Aid Authorizations- Awaiting Action

Submit Cancel

1. **Review** instructions at the top.
2. Review **Signature Statement**.
3. Click the **I Authorize**  check box.
4. Click **Submit**.

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## 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** 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.

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- **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

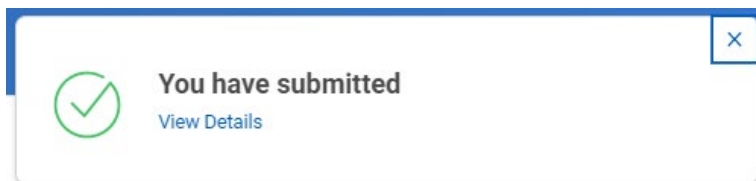
- **SR Policy on Ethical Conduct Attestation**
- **SR SOD Student Handbook Attestation**  
Review the School of Dentistry Student Handbook, including all expectations of students, policies, and procedures.


## 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  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.