New Student Onboarding

Overview:

As a brand-new student, you will have onboarding tasks in your Workday inbox the first time you log into Workday, Muhlenberg's Student Information system.

This help guide covers how to complete all of your onboarding tasks:
- Financial Agreement
- Review My Legal Name
- Review My Home Contact Information
- Review My Personal Information
- Review My Friends and Family
- Complete Health Forms
- Supplemental Instructions

Key Terms:

Academic Period: Period of time with a set start/end date; Semester or Term

Academic Requirement: All requirements needed to graduate from Muhlenberg including General Academic Requirements, 2.0, 32 units, and all major and minor requirements

Program of Study: Major or Minor (E.g., Biology; Undeclared)

Icons:

☰	**Prompt**
✱	**Required Field**
⊕	**Add a Row**

Financial Agreement

From the homepage:

1. Navigate to your Workday **Inbox**.
2. Select the **Financial Agreement Onboarding** task from your inbox.
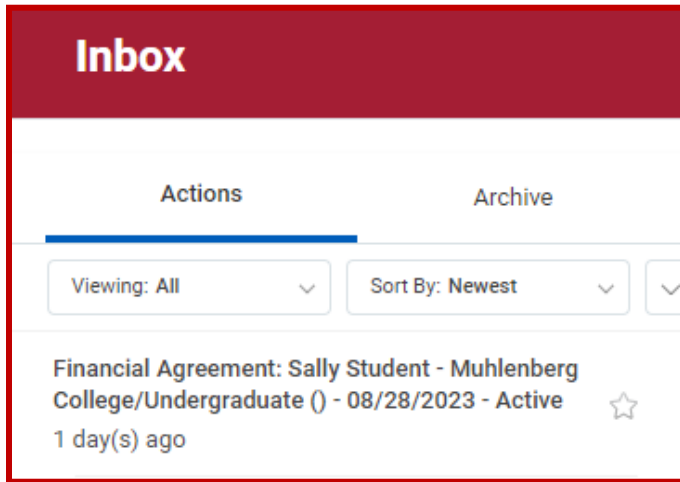
3. Review the linked Financial Agreement form

4. Select the **I Agree** checkbox ☑ indicating you have agreed to the document.
5. Click **Submit**.

Review My Legal Name

From the homepage:

1. Navigate to your Workday **Inbox**.
2. Select the **Review My Legal Name Onboarding** task from your inbox.

> Review My Legal Name: Sally Student - Muhlenberg College/Undergraduate () - 08/28/2023 - Active ☆
> 1 day(s) ago

3. Review your legal name and click **Approve.** If your legal name is incorrect, see the following: Editing your Legal Name

Review My Legal Name

☆ ⚙ ⌐

1 day(s) ago

Confirm that your legal name is listed correctly below by clicking the submit button.

If your legal name is not correct, you may use the "Edit" button to submit a correction. Documentation, such as an image of your social security card or a driver's license bearing your legal name, must be uploaded to verify any changes.

(Edit)

Name Sally Student

[enter your comment]

(Approve) (Cancel)

Review My Personal Information

From the homepage:

1. Navigate to your Workday **Inbox**.

2. Select the **Review My Personal Information Onboarding** task from your inbox.

> Review My Personal Information: Sally Student - Muhlenberg College/Undergraduate () - 08/28/2023 - Active ☆
> 1 day(s) ago

3. Review your **Personal** information. If the information is accurate, click **Approve**.

4. If the information is not accurate, click **Edit**.

5. Make the necessary edits to your Marital Status, Race/Ethnicity, Religion or Gender Identity by clicking the **Edit** icon. Note: you may not edit your date of birth or gender.

6. To add a Gender Identity, click the **Pencil Icon** to edit.

Gender Identity

| Gender Identity | ↰ ✓ |
| × Female | ☰ |

7. Click **Submit.**

8. Click **Done. If you have made changes to any of your personal information, this will be sent to the registrar's office for review**

9. Once your edits have been submitted, click **Approve** on the Inbox task.
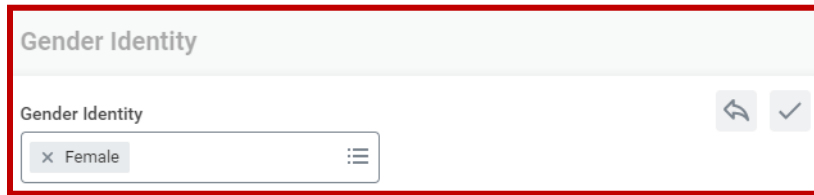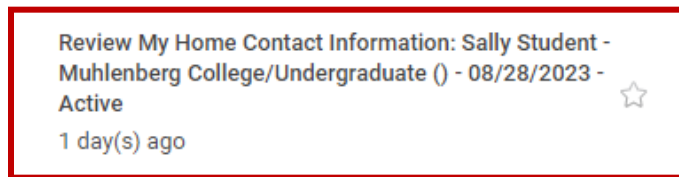
Review My Home Contact Information
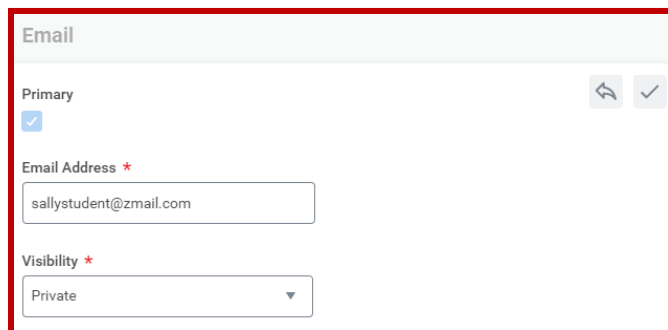
From the homepage:

1. Navigate to your Workday **Inbox**.

2. Select the **Review My Home Contact Information Onboarding** task from your inbox.

Review My Home Contact Information: Sally Student - Muhlenberg College/Undergraduate () - 08/28/2023 - Active

☆

1 day(s) ago

3. Review your home contact information.

4. If all the information is accurate, click **Approve.**

5. If the information is not accurate: make the necessary edits to your home address, phone number, or email by clicking the **Edit** icon [✎] in the individual fields.
Note: Indicating **Private** visibility means that only specific administrative departments will have access to your contact information.

Email

| Primary | ↰ ✓ |
| ☑ | |

Email Address *
sallystudent@zmail.com

Visibility *
Private ▼

6. Click **Submit. If you have made changes to any of your contact information, this will be sent to the registrar's office for review**.

7. Once your edits have been submitted, click **Approve** on the Inbox task.

Review My Friends and Family

All students must designate an emergency contact.

Designate an existing Friend or Family as an emergency contact, or add a new Friend or Family as an emergency contact.

From the homepage:

1. Navigate to your Workday **Inbox**.

2. Select the **Review My Friends and Family Onboarding** task from your inbox.

3. To designate an existing Friend or Family member as an Emergency Contact: click the Actions button next to their name, then select 'Edit Friends and Family.' Select 'Emergency Contact' as an additional relationship type.

4. To add a new friend or family member as an Emergency Contact: Click the **Add** button to enter their details and contact information, and designate them as an Emergency Contact in the relationship types field.

Review My Friends and Family ☆ ⚙

Created: 02/22/2024

All students must designate an emergency contact. If you do not have any Friends and Family on record, please click the "Add" button to enter details and designate an emergency contact. Emergency contacts must have both a telephone number and email on record.

If your Friends and Family are already listed, please select the "Actions" button next to their name and then "Edit Friends and Family". You may then add "Emergency Contact" as a Relationship Type.

⌃

Add

0 items

Name	Relationship Types	Relationship	Phone Number	Email Address	Address	Third Party
			No items available.			

To Do: Complete Health Forms

From the Home page:

1. Navigate to your Workday **Inbox**.

2. Select the next **Student Onboarding** task from your inbox.

> Please Complete Health Forms: Student Onboarding:
> Sally Student - Muhlenberg College/Undergraduate ()
> - 08/28/2023 - Active
> 1 day(s) ago

3. Click the link to navigate to the health services website to complete the required health forms.

> **Complete To Do**
> **Please Complete Health Forms** (Actions)
> 4 second(s) ago
>
> For   Sally Student - Muhlenberg College/Undergraduate () - 08/24/2020 - Active
>
> Overall Process   Student Onboarding: Sally Student - Muhlenberg College/Undergraduate () - 08/24/2020 - Active
>
> Overall Status   In Progress
>
> Instructions   Please use the link below to complete your health center forms.
>
>   http://www.muhlenberg.edu/offices/healthcenter/healthforms/
>
>   Thank You.

4. Once you have completed this To Do step, click **Submit** to clear it from your inbox.

You have now completed all of your New Student Onboarding tasks in Workday!

Supplemental Instructions

Editing your Legal Name

NOTE: Documentation, such as an image of your social security card or a driver's license bearing your legal name, must be uploaded to verify any changes.

1. Click on the Edit Button from your **Review My Legal Name Onboarding** task or from the **Personal tab** on your Student Profile.
2. Type any changes to your first or last name into the appropriate fields:

   Note: If you add a middle name, it will be visible throughout Workday to faculty and staff at the college.

Edit Legal Name   Sally Student

Effective Date * 02/28/2023

Country * ✕ United States of America

Prefix

First Name * Sally

Middle Name

Last Name * Student

Suffix

3. At the bottom of the page, you will need to attach a file with documentation verifying your legal name:

Attachments

Drop files here

or

Select files

4. Once the file is attached, select "ID Verification" as the **Category** for the attachment:

Attachments

Drivers License.png
✓ Successfully Uploaded!

Description

Category * ✕ ID Verification

5. Click **Submit.** The change will be routed to the Registrar's office for approval.