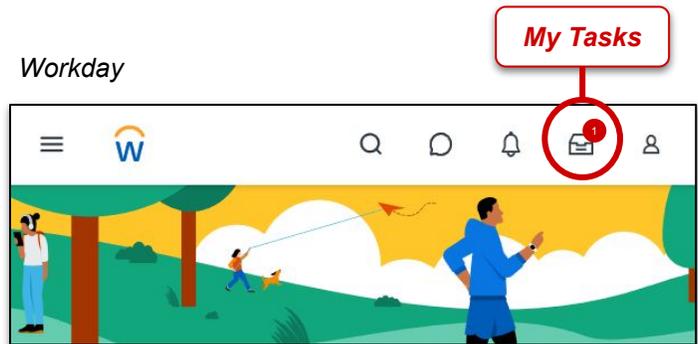# Starting the Onboarding Process in Workday

Onboarding is a series of action items you need to complete to prepare for the upcoming term. Some of these action items are legal requirements, while others help us plan for your arrival. There are about a dozen action items, but they don't have to be completed in one session

To get started with onboarding, open Workday from OneLogin (you may have to check the *Carthage: All Apps* tab to find the Workday tile), then select the *My Tasks* inbox in Workday::

OneLogin

Workday

My Tasks

Your *My Tasks* inbox will have a *Welcome to Carthage College* action item. Read the instructions, and click *Submit* to get started.

Complete To Do	Welcome to Carthage College
For	Amy Firebird - Art/Undergraduate (BA) - 08/23/2023 - Active
Overall Process	Student Onboarding: Amy Firebird - Art/Undergraduate (BA) - 08/23/2023 - Active
Overall Status	In Progress
Instructions	**Welcome to Carthage College Onboarding!**

Welcome to Carthage College Onboarding!
Welcome to Carthage Student Onboarding! Onboarding is a series of actions you need to complete to prepare for the upcoming term. Some of these action items are legal requirements, while others help us plan for your arrival. After you complete the task required on each action item, click "Submit" at the bottom of the task. After you click Submit, the next item will pop up.

All medical forms must be submitted for review by July 15, 2023. You will need to complete all other items by July 27, 2023, at the latest.

If you get stuck, we're here to help! Reach out at **checkin@carthage.edu**.

Ready to get started? Click on the orange Submit button below!

Submit **Save for Later** **Close**

*Need assistance? We're here to help! Contact us with onboarding questions at **checkin@carthage.edu***

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Onboarding Action Items

Action Item	Description
Federal Student Aid Authorizations	If you would like to be able to use Title IV funds (i.e., federal financial aid) to pay for some non-tuition charges such as bookstore, parking, and fines, the Department of Education requires you accept this authorization check box.
Create your Nelnet account	Nelnet is Carthage's tuition payment and payment plan system. You will need to create an account, and may also invite your parent, family member etc. to become an authorized payer. Your Workday inbox item is a reminder to do so, and you will need to click the orange button to remove it from your mailbox and go to your next task.
Meal Plan Selections	Choose your meal plan from a variety of options. Once selected, the first academic period (semester) meal plan charge will be added to your bill the following day.
Student Consent to Electronic Business	Federal law requires you consent to conduct business electronically, which includes receiving statements, grades, etc.
Review My Home Contact Information	Each calendar year you will receive a form 1098-T outlining qualified education credits or tuition and fees for your tax return. Click the box if you would like to receive your 1098-T form electronically. Otherwise the college will mail it to you.
Review My Personal Information	You can review and update personal information including your preferred pronouns and gender identity.
Review Preferred Name	In Workday and our other academic systems, you will be known only by your preferred name. You can set this up as your legal name, or 'check/uncheck' the box to indicate a different preferred name. Only your preferred name will display to faculty on class rosters, so please choose carefully how you would like to be known to the college community.
Emergency Contacts	Provide a contact, such as a parent or guardian, for in case of emergency.
Manage My Privacy Settings	Most students choose "I want my directory information to be public" so that their name is included in the student directory. You can also select "I do not want my directory information to be public" in which case the college will not include your name in the student directory, commencement program, etc.
Review the Community Code	Review to acknowledge the application of the Community Code as a Carthage student.
Review the Statement of Financial Responsibility	Review and acknowledge your financial responsibility for fees and expenses incurred.
Medical Forms	Students are required to complete and submit medical forms using the Medical Form system. Your Workday inbox item is a reminder to do so, and you will need to click the orange button to remove it from your mailbox and finish your onboarding. All medical forms must be submitted for review by July 15, 2023.

Need assistance? We're here to help! Contact us with onboarding questions at checkin@carthage.edu

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