Overview

This guide outlines Workday tasks and processes for New Student Onboarding.

Start New Student Onboarding

1. Either using a link in CougarWeb or OneLogin, Log into Workday and navigate to your **Home Page** and select the **My Tasks** icon to the left of your profile picture. Students will have a profile picture after orientation and Onboarding steps (Getting a Student ID Card) are completed.
2. Registration Requirements (Onboarding Tasks) assigned to you will be visible under the **Awaiting your Action** section of the home page.
3. Complete each task assigned.
   a. See the list below for information and instructions on completing onboarding tasks.
      i. Depending on your program of study and details provided to Collin College, each task listed below may be presented in a different order or may not be applicable.

New Student Onboarding Items

- Register for Orientation: Sign up for required New Student Orientation.
- Register for Campus Safety Training: Sign up for required Campus Safety Training.
- Submit Proof of Vaccination: Upload proof of your vaccinations.
- TSI (Texas Success Initiative): TSI is the method in which you will demonstrate college-readiness in the areas of reading, writing, and mathematics. You must meet minimum TSI requirements to enroll as a student.
- Review my Home Contact: Home Contact Info will appear in your profile based on your application. You will need to review this information for accuracy and make updates as needed.
- Review my Personal Info: Personal Info will appear in your profile based on your application. You will need to review this information for accuracy and make updates as needed.
- Review my Friends and Family: This feature allows you to add emergency contacts, third parties, and more.
- Review Permissions for my Third Party: Once you've added someone to My Friends and Family, you can grant them Third Party Permissions by checking the box. Please see (insert link to "How to Provision Third Party Access to Workday" instructional guide here) for more information on managing permissions for third parties.
- Consent to Receive 1098-T Electronically: You will be asked to give consent to receive your 1098 tax form electronically instead of via mail.