New Student Onboarding
Welcome to the University of New Orleans. All new students will have an onboarding action waiting for them when they open their Workday Student profile under myapps.uno.edu. Once there, you will see a task “awaiting action” and begin going through the onboarding steps.

Sign into Workday Student
1. Go to myapps.uno.edu
2. Click the Workday Student App
3. Once you have signed in, click the Student Onboarding task under “Awaiting Your Action” window

Step 1: Review Friends and Family
1. Click the “Add” button. Every student is required to add at least an emergency contact with a phone number
2. Type in name of contact.
3. Click contact information and add phone number. This is required.

4. Scroll down to add email address.

5. Click OK. It will bring you back review the friends and family permissions page.
   a. Here you can add additional family members, adjust permissions on a particular family/friend or remove an added member.
6. Once you have added everyone to your friends and family list, click **submit**.

### Step 2: Review Permissions for My Third Party (if applicable)

As a student, you have the ability to provide someone third party proxy access to your information. It is up to you what you allow someone to see on your profile. If you provide third party proxy access, you must provide their email address so that they may create their own proxy account.

1. **Click Add Permission** button next to your listed Family/Friend
2. **Select a person** you wish to provide third party access. **Click OK.**
3. **Tasks available for Third party user:**
   a. **Make a payment** – This task gives access to make a payment on the student’s behalf.
   b. **View Financial Aid Package** - This task gives access to view the financial aid details on the student’s behalf, including details around what financial aid is offered and what the estimated costs are for the year.
   c. **View Account Activity** - This task gives access to view student account transactions, including charges, payments, financial aid, and refunds, that have been posted to the student account. Details around the due now amount and any available payment plans can also be seen.
   d. **View Student Statement** – This task gives access to view a student’s statement without courses on the student’s behalf.
   e. **View Current Classes** – This task gives access to the student’s currently registered courses.
   f. **View Student Grades** – This task gives access to the student’s grades.
4. After selecting the appropriate tasks for your third party proxy, click **OK**.
   a. Please note that you can go back to edit your selections at any point.

5. This will bring you to a **Privacy Release Authorization Waiver**
   a. You will need to type in a purpose for the waiver.
   b. Example: I want this person to be able to make payments for me or I want this person to view my grades
6. Click Confirm
7. Click Submit.
8. Click Approve to complete the task.

Step 3: Review Documents

   a. Click the “Financial Responsibility Policy” document hyperlinked
   b. Review the policy that pops up.
   c. Once you have reviewed, click the check box next to “I Agree.”
   d. Click Submit

2. Document 2: Consent to Receive Form 1098-T Electronically
   a. Click the check box to confirm, “Yes, I have read and consent to the terms and conditions”
   b. Click Submit
   c. Click Done
Step 4: Review My Home Contact Information

1. Review address
2. Review phone number provided
3. Review home email address
4. If all is correct, click approve
Step 5: Setup Payment Elections

This is where you select how to receive payment for things such as payment, workstudy money, or any other sort of payments that would go to you as a student.

1. Click Payment Elections button
2. You will be asked to enter your bank information including routing number and account number to set up direct deposit. Once you have completed the required tasks for direct deposit, you will be brought back to the “Complete To Do” Payment election screen.
3. Click Submit

Step 6: Review Government IDs

You will need to verify your Social Security Number or a comparable Tax ID number or input passport and Visa information.

1. Go to view Profile at the top right side of your screen
2. Click the “Personal” tab under your name on the left side of the screen.
3. Select the “ID” tab and verify that the ID is correct.
4. The number you type in will need to match our information already uploaded in the system. If it does not match, you will receive an error message and may need to follow up with the registrar’s office.
5. **Click Submit**

---

**Step 7: Immunization Document Required**

1. You will need to either **send your immunization records to** [healthservices@uno.edu](mailto:healthservices@uno.edu) or **complete the immunization waiver** via the link at: [https://www.uno.edu/campus-health/immunization-information](https://www.uno.edu/campus-health/immunization-information)

2. If you have already completed this task, please **click submit** at the bottom right.
Step 8: Sign up for an Orientation Day

1. If you still have not registered for an orientation day, click the link under related link “Sign up for an Orientation Day.” It will bring you to the registration day sign up page, found here: https://www.uno.edu/nse/step1. Once you have registered for a day and time, you will click submit.
   a. Here you will select a day and time that you wish to come to campus to register for your courses.

2. If you have already registered for a registration day, click the submit button on the bottom right of the screen.
Step 9: Review Documents – FERPA Policy (Family Educational Rights and Privacy Act)

This is a review of your rights as a student to privacy of student information.

1. You will click the Document Link in blue “FERPA Policy,” read the policy and go back to the Workday Page
2. Once back on the workday page, click the “I agree” box.
3. Click Submit.

After Step 9, Workday will bring you back to your “My tasks” bar and it should say “You have no actions at this time.” This means you have completed the onboarding process!
If you want to check if there other holds on your account, go back to your academics page, click the action items and holds tab, then Active Holds at the top of the screen.