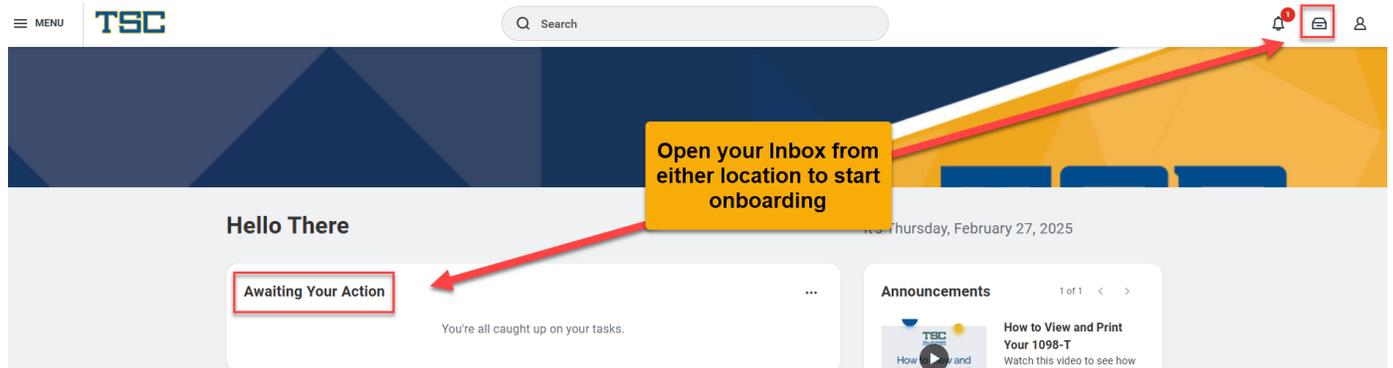
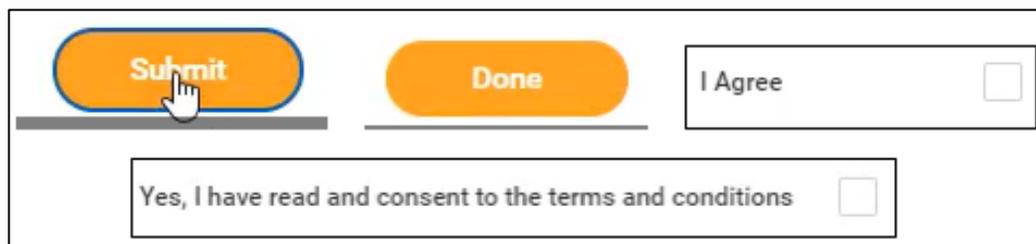


Complete Workday Inbox Items Quick Tips

1. Log into Workday
2. Open your Inbox



3. You will see a variety of tasks to complete. Every student's tasks will be different. Yours may include:
 - Continuing Student Onboarding
 - Review Contact Information
 - Add My Intended Institution
 - FERPA Notification (required once per year)
 - Complete Questionnaire(s)
 - Consent to Receive 1098-T Electronically (required once per year)
 - Financial Responsibility Agreement
4. Be sure to check any boxes and click any orange "Submit" or "Done" buttons in each section. They may appear in a variety of ways, such as:



5. When your Inbox is empty, all tasks are completed - congratulations!

(NOTE: To register for classes, all students are required to complete all Workday Inbox items before registering.)

If you did not complete Workday Inbox items from previous terms, you will still have those items in your Inbox to complete as well. All Inbox items must be completed before you register for the following semester.