

How to Complete Onboarding

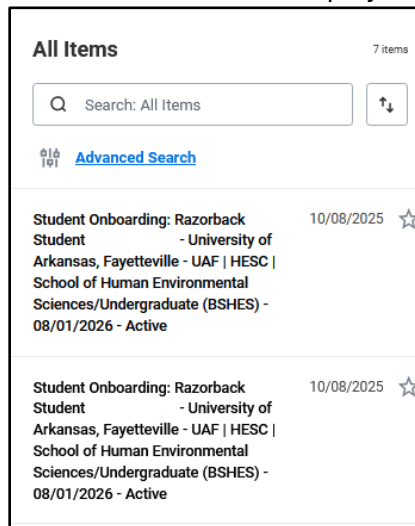
Onboarding is required for all students for each term of enrollment. Onboarding is comprised of eight tasks. All tasks must be completed for the hold to be removed. [View Holds](#) to see all active holds.

- **Review Friends and Family**
- **Consent to Receive Form 1098-T Electronically**
- **Acknowledge FERPA Policy**
- **Acknowledge UAF Financial Agreement**
- **Federal Student Aid Authorizations**
- **Add or Update Student Location**
- **Review Home Contact Information**
- **Manage My Privacy Settings**

1. From any page in Workday, click on **My Tasks** in the top right-hand corner of the page.



2. All available tasks will display.

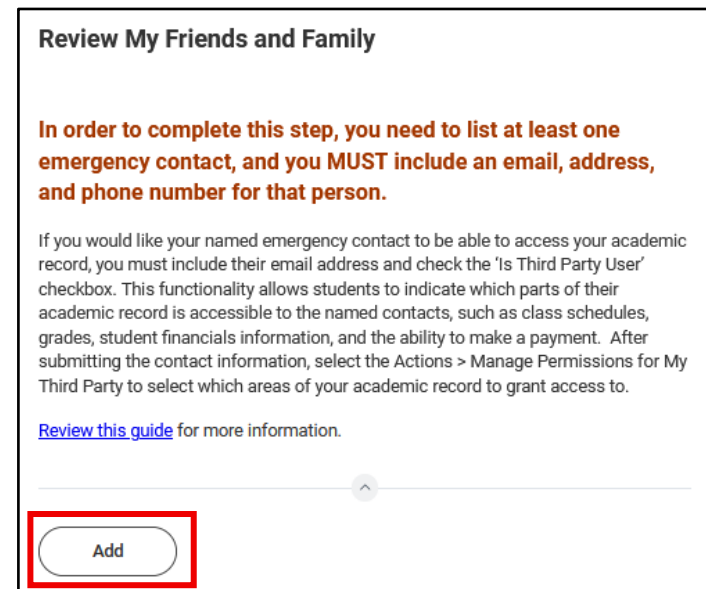


3. Once a task has been completed, it will be removed from your task box. If a task is still visible, then that task is considered incomplete. All tasks must be completed in order for the onboarding hold to be removed.

Review My Friends and Family

Important Note: You must designate an emergency contact with an email, physical address, and phone number.

To add an emergency contact, or other relationship type, click **Add**.



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Add My Friends and Family

For: Razorback Student# (300379639)

Relationship Types * Emergency Contact

Relationship:

Is Third Party User

Preferred Languages:

Comments:

Name **Contact Information**

Country * United States of America

Prefix:

First Name *

Middle Name:

Last Name *

Suffix:

Cancel OK

Check this box if you want this contact to be able to access your academic record (schedule, grades, financials, payments, etc.).

Once a contact has been designated, and all required fields have been completed, click **OK**. A new screen will populate with your contact's information. Select **Done**.

Name Contact Information

Phone

Address

Email

OK Cancel

Add My Friends and Family

Friends and Family: Tusk Sr. Razorback

For: Razorback Student (300379639)

Relationship Types: Emergency Contact

Relationship: (empty)

Is Third Party User: No

Preferred Languages: (empty)

Done

Make sure you provide **Contact Information**

How to Complete Onboarding

You will be directed back to **My Tasks** to either input additional contacts or submit your selections. If no other contacts are being added, submit the task

Review My Friends and Family

In order to complete this step, you need to list at least one emergency contact, and you MUST include an email, address, and phone number for that person.

If you would like your named emergency contact to be able to access your academic record, you must include their email address and check the 'Is Third Party User' checkbox. This functionality allows students to indicate which parts of their academic record is accessible to the named contacts, such as class schedules, grades, student financials information, and the ability to make a payment. After submitting the contact information, select the Actions > Manage Permissions for My Third Party to select which areas of your academic record to grant access to.

[Review this guide](#) for more information.

1 item

Name	Relationship Types	Relationship	Phone Number	Email Address	Address	Third Party	Actions
Tusk Sr. Razorback	Emergency Contact		+1 (304) 8675309	razorback4life@razorhog.red	123 Tusk Ave., Hog Town, AR 72701 United States of America	<input type="checkbox"/>	<input type="button" value="Actions"/> Edit Friends and Family Remove Friends and Family

enter your comment

Process History

You can edit or remove a contact by selecting the **Actions** dropdown arrow.

Submit the task once you are happy with your selections.

How to Complete Onboarding

Consent to Receive Form 1098-T Electronically

☆ ⚙️ 🗨️ Created: 10/08/2025

Consent to Receive Form 1098-T Electronically

By clicking submit, you are giving your consent to receive your 1098-T Federal Tax forms electronically. By signing up for an electronic version, no paper 1098-T statement will be mailed to you. You are able to print paper copies on demand. Your Institution files 1098-T forms with the Internal Revenue Services (IRS) whether you select paper copies or not. The benefits to receiving electronic notification are:

- Online delivery provides access to the form 1098-T earlier than the traditional mailing process.
- Online delivery eliminates the chance that the 1098-T will get lost, misdirected or delayed during delivery, or misplaced once the student receives it.
- Signing up for online delivery is easy and secure.
- Students can receive their 1098-T form while traveling or away from their home address.

When you get the review page, if you did not give consent you will see "Yes, I have read and consent to the terms and conditions"
If you did give consent it will say "Yes, I have read and consent to the terms and conditions YES"

Yes, I have read and consent to the terms and conditions

Submit **Cancel**

Acknowledge FERPA Policy

☆ ⚙️ 🗨️ Created: 10/08/2025

Student Onboarding Task: Acknowledge FERPA Policy

Review Documents for Student Onboarding: Razorback Student
University of Arkansas, Fayetteville - UAF | HESC | School of Human Environmental Sciences/Undergraduate (BSHES) - 08/01/2026 - Active

Documents

Document Link	[STU] UAF FERPA
Instructions	Review the FERPA policy.
Signature Statement	I have received and agree to abide by the
I Agree	<input type="checkbox"/>

You must acknowledge the FERPA Policy to submit the task.

Comment

Submit **Save for Later** **Cancel**

Contact the Treasurer's Office
at 479-575-5651 or treainfo@uark.edu
if you have any questions about your 1098-T.
Need to make a change? [Manage 1098-T Preferences](#)

[FERPA Policy](#)




How to Complete Onboarding

Acknowledge UAF Financial Agreement

Student Onboarding Task: Acknowledge UAF Financial Agreement

Review Documents for Student Onboarding: Razorback Student
University of Arkansas, Fayetteville - UAF | HESC | School of Human Environmental Sciences/Undergraduate (BSHES) - 08/01/2026 - Active

Documents

Document	 [STU] UAF Financial Agreement
Instructions	Review the attached document.
Signature Statement	I have received and agree to abide by the policies of the institution.
I Agree	<input type="checkbox"/>

Comment

Submit Save for Later Cancel

You **must** acknowledge the policy to submit the task.

Federal Student Aid Authorizations

Federal Student Aid Authorizations

Student	Razorback Student
Institution	University of Arkansas, Fayetteville
Expires After	Lifetime
Signature Statement	I authorize this institution to use my Federal Student Aid to pay for non-institutional charges.
I Authorize	<input type="checkbox"/>

Submit Cancel

If you do not authorize, you will receive the following yellow alert

Alert

1. Page Alert

- PLEASE NOTE: Permission to authorize Title IV financial aid to pay for these charges will expedite the settlement of your student account. If authorization is not received prior to the settlement due date, the Title IV financial aid funds will not be applied to all charges. This may result in an outstanding balance on your student account and cause late charges to be assessed. (Federal Student Aid Authorizations Event)

You will need to make sure to select "Submit" a second time if you do not authorize.

For questions about your financial obligation, please contact the Treasurer's Office at 479-575-5651 or treainfo@uark.edu

Questions regarding federal student aid authorizations should be directed to the Financial Aid Office at 479-575-3806 or finaid@uark.edu

How to Complete Onboarding

Add or Update Student Location

Student Onboarding Task: Add or Update Student Location

[Add or Update Student Location](#)

For Razorback Student

Overall Process [Student Onboarding: Razorback Student](#)

Overall Status In Progress

Instructions If you are taking online courses, please follow these instructions to enter student location.

- Go to your profile icon in the top right corner of the page.
- Click **View Profile**
- From the left menu, select **Personal**
- Select the **Additional Data** tab from the top of the page
- In the *Student Location While Taking Online Courses* section, click the **Edit** button
- Click the (+) button to add a new row
- Select the **Academic Period** in which you are taking the course(s)
- Select the **Country** where you will be located while taking the course
- If "USA" is selected as the country, select the **State** where you will be located
- If any other country is selected, choose "FC Foreign Country" as the **State**
- Click **OK**
- Click **Done**

Submit Save for Later Close

Only students taking online classes must complete this task.

Review My Home Contact Information

Review My Home Contact Information

Edit Click here to **Edit** your contact information.

Addresses 2 items

Address	Usage	Visibility
123 Tusk Ave. Hog Town, AR 72701 United States of America	Home (Primary) Mailing	Private
123 Tusk Ave. Hog Town, AR 72701 United States of America	Home Mailing Permanent Street Address	Private

Phones 1 item

Phone Number	Device	Usage
+1 (304) 8675309	Mobile	Home (Primary)

Approve Cancel

If information is correct, click **Approve**.

How to Complete Onboarding

Manage My Privacy Settings

Along with other rights, the Family Educational Rights and Privacy Act (FERPA) generally permits the public disclosure of directory information. See #3 under [Student Privacy](#) in the catalog. Selecting “I do not consent” in Workday Student generally prevents that release.

Important Note: Be aware by selecting “I do not consent” you may prevent the university from disclosing honors like putting your name on Senior Walk, publishing your name for honors like graduation or dean’s lists, or other such public notices.

Manage My Privacy Settings

Student

Institution University of Arkansas, Fayetteville

Description Under the provisions of the federal Family Educational Rights and Privacy Act (FERPA) as amended, you have the right to withhold the release of "directory information." Please carefully consider your decision to withhold directory information. Should you decide not to release your directory information, future requests for this information from individuals or entities not affiliated with this institution, will be refused.

* I consent to share my information outside of this institution (recommended)

I don't consent to share my information outside of this institution

* I want my directory information to be public (recommended)

I don't want my directory information to be public

If students elect to be included in the Public Student Directory, their Name, Pronouns, Phonetic Pronunciation, Audio Pronunciation, Photo, Institution, and Social Media links are always public by default.

Directory Data Value	Display on Profile
Primary Institutional Email Address	<input type="checkbox"/>
Primary Program of Study	<input type="checkbox"/>

Make your selections and click **Submit**. If you need to make a change at a later time, you can do so via [Manage My Privacy Settings](#)