Fall Registration Checklist

Overview

This quick reference guide will cover how to complete your student fall registration checklist tasks in Workday. The steps you are required to complete include:

- Annual Online Agreement
- Review My Friends and Family - emergency contact information
- Add Payment Elections
- Consent to Receive Form 1098T Electronically

Note: This is only a guide and should not be considered your only resource when completing your fall registration checklist. Please read through each step carefully and completely. If you have any questions, please contact onestop@scu.edu**.**

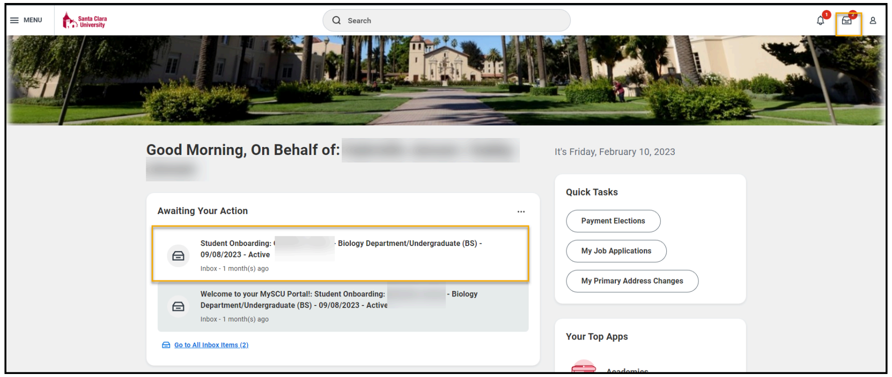
Process

1. Continuing students will need to complete their fall registration checklist before registering for fall classes. You will receive an email with instructions on how to access your SCU technology accounts and services.

2. To access Workday, first login into the MySCU Portal with your SCU credentials.

3. From the portal, click **Workday.**

4. There are two ways to access your Workday inbox from your home screen. You can access the inbox from the preview box on your home screen or click the **Inbox** icon at the top right corner.



You can always return to the inbox to complete these steps at a later time.

5. **Annual Online Agreement**
   a. If you are under 18 years old, click and open the Annual Online Agreement PDF, print the document, have a parent/guardian review and agree to terms by signing the document, then upload the signed document.
   b. After you have reviewed the PDF click on the blue button labeled **E-sign by Adobe Sign**.

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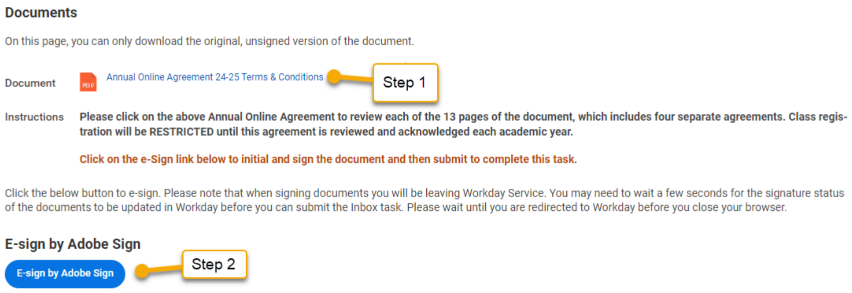


c. Click the blue **Start** button to locate the areas of the document that need to be signed and then click the blue **Next** button. Then click the blue **Click to Sign** button.

d. Click **Submit.**

You will now receive several items in your inbox. You need to click on each item and complete and submit them separately.

6. **Review My Friends and Family**

   a. Click the Add button to add any Friends and Family that you would like to be included in your University records.

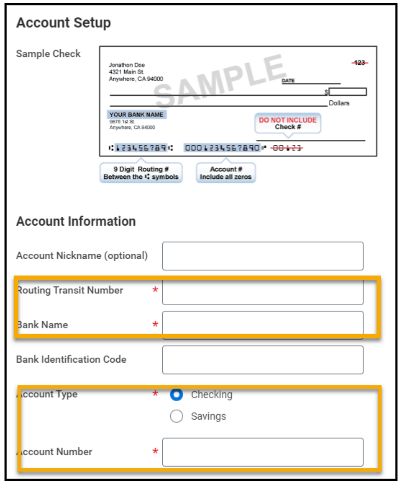
   b. As a student you are required to identify at least one Emergency Contact by selecting "Emergency Contact" under the "Relationship Types".

   c. Include at least one address, phone number or email address.

   d. Click **Done** and then **Submit**.

7. **Add Payment Elections** - Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

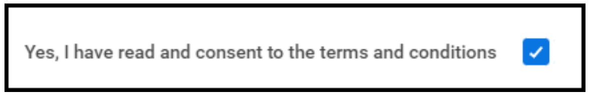
   a. **Routing Transit Number, Bank Name, Account Type and Account Number are required.**



   b. Click **Submit.**

8. **Consent to Receive Form 1098T Electronically**

   a. Agree to provide Social Security number (SSN) or taxpayer identification number (TIN) to Santa Clara University for 1098-T reporting purposes.



   b. Click **Submit** and then **Done**.

Congratulations! You have completed the fall registration checklist tasks. Go Broncos!