



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:

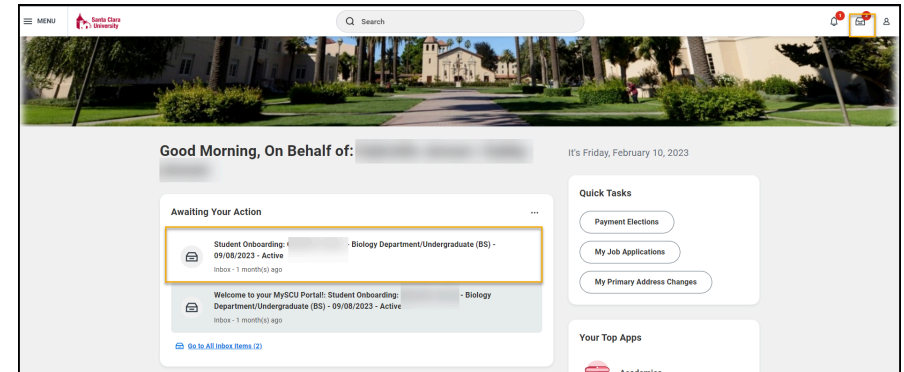
- Annual Online Agreement
- Review My Friends and Family - emergency contact information
- Add Payment Elections
- Consent to Receive Form 1098T Electronically

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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Documents

On this page, you can only download the original, unsigned version of the document.

Document Annual Online Agreement 24-25 Terms & Conditions **Step 1**

Instructions Please click on the above Annual Online Agreement to review each of the 13 pages of the document, which includes four separate agreements. Class registration will be RESTRICTED until this agreement is reviewed and acknowledged each academic year.

Click on the e-Sign link below to initial and sign the document and then submit to complete this task.

Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few seconds for the signature status of the documents to be updated in Workday before you can submit the Inbox task. Please wait until you are redirected to Workday before you close your browser.


E-sign by Adobe Sign

E-sign by Adobe Sign **Step 2**

- 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  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.**

The screenshot shows the 'Account Setup' form. At the top, there is a 'Sample Check' image. Below it, the 'Account Information' section contains the following fields: 'Account Nickname (optional)', 'Routing Transit Number' (with a red asterisk), 'Bank Name' (with a red asterisk), 'Bank Identification Code', 'Account Type' (with radio buttons for 'Checking' and 'Savings', and a red asterisk), and 'Account Number' (with a red asterisk). The 'Routing Transit Number', 'Bank Name', 'Account Type', and 'Account Number' fields are highlighted with an orange border.

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.

The screenshot shows a checkbox with the text 'Yes, I have read and consent to the terms and conditions' and a blue checkmark in a box.

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

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