

## **Complete Workday Inbox Items Quick Tips**

- 1. Log into Workday
- 2. Open your Inbox

TSC		Q Search				Û.	8
			Open your inbox from				
	Hello There		onboarding	Thursday, Febru	uary 27, 2025		
	Awaiting Your Action	You're all caught up on your tasks.		Announcements	How to View and Print Your 1098-T Watch this video to see how		

- 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:

Submit	Done	l Agree	
Yes, I have read and	nd conditions		

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.