



Questions? Email McClendon@uamont.edu for help!

Continuing Student Onboarding

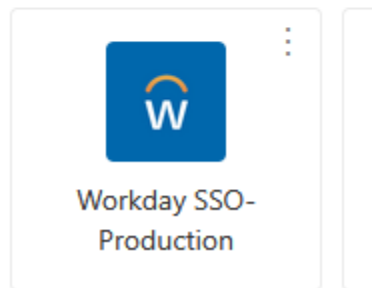
Onboarding is a set of assigned tasks for each student returning to UAM. These tasks must be completed for the student to be eligible to register for classes in the next semester.

1. Navigate to WD using your Microsoft [MyApps](#)

Apps dashboard

Apps

▼ Apps



Select the “**Workday SSO – Production**” application.

2. Select the “**My Tasks**” icon in the upper right corner



3. Perform the actions requested in Workday following their instructions, then return to this task and click “**Submit**” or “**Approve**”. Below are examples of the tasks you can expect to complete:



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Complete To Do [Add or Update Student Location](#)

For [REDACTED] - University of Arkansas at Monticello - UAM | School of Education/Undergraduate (B.A.) - 08/05/2024 - Active

Overall Process [Continuing Student Onboarding for \[REDACTED\] - University of Arkansas at Monticello - UAM | School of Education/Undergraduate \(B.A.\) - 08/05/2024 - Active](#)

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**

Follow this link to go to the quick reference guide for entering student location.

[Add or Update Student Location QRG](#)

enter your comment



Submit

Save for Later

Close

Review Documents

Review Documents for Continuing Student Onboarding for: [REDACTED] - University of Arkansas at Monticello - UAM | School of Education/Undergraduate (B.A.) - 08/05/2024 - Active

Documents

Document



[\[STU\] UAM Statement of Financial Responsibility](#)

Instructions

Review the UAM Statement of Financial Responsibility.

Signature Statement

I have received and agree to abide by the policies of the institution.

I Agree

☐

Comment

Submit

Save for Later

Cancel



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Make My Federal Student Aid Authorizations

The purpose of this task is for students to authorize federal financial aid to be used to pay non-institutional charges in addition to tuition and fees. Non-institutional charges are charges outside of tuition/fees and housing (if offered by the institution) and include items such as parking permits, bookstore charges, and library fines, as examples.

Federal Student Aid Authorizations

Student [REDACTED]
Institution University of Arkansas at Monticello
Expires After Lifetime
Signature Statement I authorize this institution to use my Federal Student Aid to pay for non-institutional charges.
I Authorize ☐

Process History

- [REDACTED] Federal Student Aid Authorizations Event– Automatic Complete 1 minute ago
- [REDACTED] Make My Federal Student Aid Authorizations– Awaiting Action

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.

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

enter your comment

Process History

- Keith D Chambliss 42 minutes ago
Continuing Student Registration Onboarding Event– Step Completed
- Workday Service 42 minutes ago
Service: Apply Student Hold– Step Completed
- [REDACTED] 1 minute ago
Review Documents– Step Completed
- [REDACTED] 1 minute ago
To Do: Add or Update Student Location– Step Completed
- Workday Service 1 minute ago
Service: Remove Student Hold– Step Completed
- [REDACTED] 1 minute ago



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Review My Home Contact Information

Edit

Addresses 2 items

Address	Usage	Visibility	Shared With	Effective Date
[REDACTED]	Home (Primary) Mailing Street Address	Private		04/29/2025
[REDACTED]	Home Mailing Street Address	Private		04/29/2025

Phones 1 item

Phone Number	Device	Usage	Visibility	Shared With
[REDACTED]	Mobile	Home (Primary)	Private	

Email Addresses 1 item

Email Address	Usage	Visibility
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Approve

Cancel

Manage My Privacy Settings

Student

Institution University of Arkansas at Monticello

Description Under the provisions of the federal Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, you have the right to withhold the release of any or all "directory information." Please consider carefully your decision to withhold any item of directory information. Should you decide not to release any or all directory information, future requests for this information from individuals or entities not affiliated with this institution, will be refused. This may relate to publications around graduation.

- * ☒ 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 Values 4 items

Directory Data Value	Display on Profile
Academic Level	☒
Academic Unit	☒
Primary Program of Study	☒
Expected Graduation Date	☒

Submit

Cancel

4. **Congratulations!** You're finished and are ready to register! Spring 2026 registration opens **Monday, November 3, 2025**. Talk to your **advisor** to see when you can make an appointment and get registered.