


New Student Onboarding Guide

Onboarding with Workday Student

Use this guide to complete all of your onboarding items in Workday Student! Refer to the [Workday Tools and Navigation](#) job aid for more information about navigating Workday.



▼ [Click here for more information...](#)

Click on the links  to expand instructions to display description, website URLs, contact information or special notes.

Student Onboarding is a series of essential tasks you will complete to prepare for starting the academic period (term) at Lynn. The onboarding process in Workday is sequential and tasks will be delivered to your Workday task inbox and Lynn email. Complete a task or arrange completion before you click the submit button to move on to the next item.

- You will receive notifications via email to your Lynn email address to complete the onboarding items
- Complete each task listed. **Each task is personalized and may be presented in a different order than listed below.**
- Each completion of an onboarding task will automatically remove the task from the action column.
- Tasks requiring you to “review documents” will open in a new browser window.
- “To do” tasks will re-direct you to other websites. These are reminders to complete the task outside of Workday.
- Read all the information/instructions/documents on each task screen.
- **Do not enter comments in the items comment fields as they are not monitored.**

On this Job aid:

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 - [Create CBORD GET Account](#)
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 - [ACH Refund Setup](#)
 - [Register Your Vehicle](#)

- Review Friends and Family
 - Need help?
- Review My Friends and Family
- Review of Student Residency
- Review Lynn Code of Conduct

Email Notifications

Once Admission process your application and your Lynn account is created, you will receive notifications from lynn@workday.com to complete your onboarding tasks.

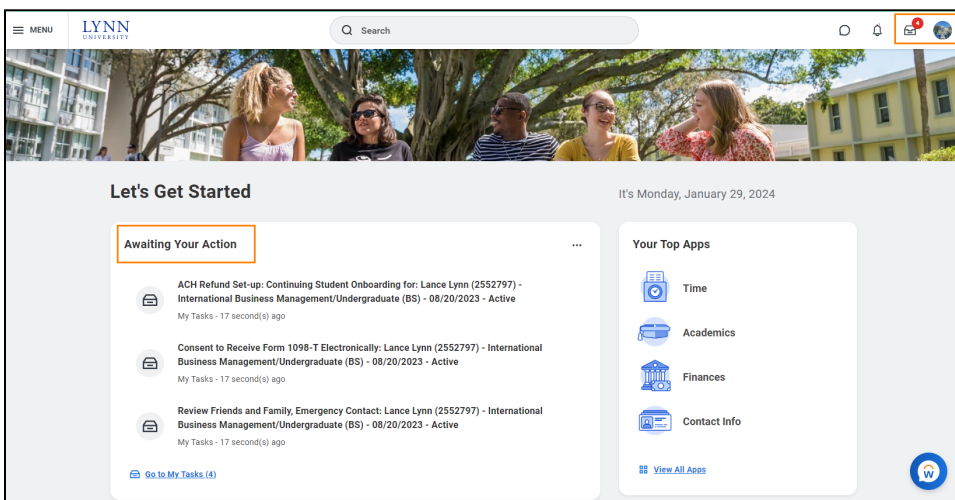
Sign-in to Workday to complete your onboarding.

lynn@myworkday.com Please log into the Workday system to complete this action.	A To-Do Awaits you: Health Insurance To Do International	Fri 2/2/2024 11:55 AM
lynn@myworkday.com Please log into the Workday system to complete this action.	A To-Do Awaits you: To Do - Health Forms	Fri 2/2/2024 11:55 AM
lynn@myworkday.com Please log into the Workday system to complete this action.	A To-Do Awaits you: Create CBORD GET Account	Fri 2/2/2024 11:55 AM
lynn@myworkday.com Please log into the Workday system to complete this action.	A To-Do Awaits you: FNIS Foreign National Information System	Fri 2/2/2024 11:55 AM
lynn@myworkday.com Please log into the Workday system to complete this action.	A To-Do Awaits you: Complete Housing Application	Fri 2/2/2024 11:54 AM

Sign-in to Workday

Log in to **Workday**. From your home page you can navigate to the following:

- Your inbox tasks
- Awaiting Your Action



To begin your onboarding tasks:

1. Click the box in the center of the screen with the title **Awaiting Your Action**
2. **Or** Click the **Inbox** icon in the top right corner of the screen




Need help?

- [Click here](#) for instructions on how to log into Workday
- [Click here](#) for details on Workday's landing page
- [Click here](#) for details on Workday's tools and navigation
- [Click here](#) for details on Workday's My Tasks and Notifications

Onboarding Tasks

Request Consent for Electronic 1098-T



Consent to Receive Form 1098-T Electronically: Lance Lynn (2552797) - International Business Management/Undergraduate (BS) - 08/20/2023 - Active

My Tasks - 1 hour(s) ago

The 1098T form is prepared every January to report to the IRS how much tuition you paid for the previous tax year, and how much you received in scholarships, if applicable. This is a consent to receive your 1098T form electronically.

Description	To Do
<p>Federal regulation allows those eligible to receive IRS form 1098-T the option to receive the form in an electronic format instead of through the mail. As a result, Lynn University students may elect to view and print their IRS form 1098-T through Workday self-services rather than wait for it to come by mail. When you give consent, you may view the form as soon as it is available each January. The information on the 1098T is only informational. You must rely on your receipts to determine the amount paid out-of-pocket for the tax credit.</p> <p>Students that do not give consent will have IRS form 1098-T mailed to the permanent address in the system.</p>	<p>By signing your consent to receive your 1098T form electronically, you are electing not to receive a paper form in the mail. When your 1098T form is ready, you will receive a notification with instructions how to access the form in Workday.</p> <p>Need Help? Contact Student Financials +1 561-237-7504 studentaccounts@lynn.edu</p>

1. Click on the **Consent to Receive Form 1098-T Electronically** task.
2. Click the checkbox to the right of **Yes, I have read and consent to the terms and conditions.**

The 1098T form is prepared every January to report to the IRS how much tuition you paid for the previous tax year, and how much you received in scholarships, if applicable.

By signing your consent to receive your 1098T form electronically, you are electing not to receive a paper form in the mail. When your 1098T form is ready, you will receive a notification with instructions how to access the form online.

Please do not enter comments in the comment fields as they are not monitored.

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

3. Click **Submit**. Click **Done**.

Missing National ID (US citizens missing SSN only)

Description	To Do
<p>During the Onboarding process in Workday, US citizens are required to input their Social Security Number (SSN) as part of the Edit Government IDs task. International students can also update their TIN number using this task.</p> <ul style="list-style-type: none"> • Select “change my government IDs”. • In the “National IDs” section, click on the + sign. • In the Country section, type/choose “United States of America”. • In the National ID Type section, choose “Social Security Number (SSN)” or “U.S. Individual Taxpayer Identification Number (ITIN)”. • In the Add/Edit ID, type in your Social Security/TIN Number. Note: Please proof for errors and be sure that the number you are entering is accurate! • Scroll down and attach a copy of your SSN card. • Select document category “ID Verification” 	<ul style="list-style-type: none"> • Note: Please proof for errors and be sure that the number you are entering is accurate! • You must attach a copy of your SSN card. • Select document category “ID Verification” <p>Need Help? Contact the Registrar's Office +1 561-237-7303 registrar@lynn.edu</p>

1. Select “**change my government IDs**”.
2. In the “**National IDs**” section, click on the + sign.
3. In the Country section, type/choose “**United States of America**”.
4. In the National ID Type section, choose “**Social Security Number (SSN)**” or “U.S. Individual Taxpayer Identification Number (ITIN)”.
5. In the Add/Edit ID, type in your Social Security/TIN Number. **Note: Please proof for errors and be sure that the number you are entering is accurate!**
6. Scroll down and attach a copy of your SSN card.

7. Select document category "ID Verification"

Manage my Privacy

Manage Privacy Settings: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 22 minute(s) ago

DUE 01/30/2024

Description	To Do
<p>When you consent to share your information outside the institution, Lynn university may release student directory information without written consent or disclosure.</p> <p>Directory information means "information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed."</p> <p>The information displayed by default in Workday includes name and photo.</p> <p>In addition you can select to display your Lynn email address and your academic level.</p> <p>For more information please review Lynn university's Academic Catalog, FERPA and Directory information section.</p>	<p>Review your Privacy</p> <p>When select to display your directory information as "public" in Workday, your information is only available to those who have access to the Workday system.</p> <p>The information displayed by default in Workday includes name and photo.</p> <p>In addition you can select to display your Lynn email address and your academic level.</p> <p>For more information please review Lynn university's Academic Catalog, FERPA and Directory information section.</p> <p>Need Help? Contact the Registrar's Office +1 561-237-7303 registrar@lynn.edu</p>

1. Read through the recommendations and select a privacy setting.
2. Scroll down below the privacy setting options for additional information and options. You can check items here to enable additional items to be visible on your profile.
3. The items already checked are visible by default. Click **Submit**, then **Done**.

Student Student Lynn (3002160)

Institution Lynn University

Description When you consent to share your information **outside the institution**, Lynn university may release student directory information without written consent or disclosure.

Directory information means "information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed."

When select to display your directory information as "public" in Workday, your information is **only available to those who have access to the Workday system**. The information displayed by default in Workday includes name and photo. In addition you can **select to display on your Workday profile** your Lynn email address and your academic level by selecting the boxes below.

For more information please review Lynn university's [Academic Catalog](#), [FERPA](#) and [Directory Information](#) section.

Please do not enter comments in the comment fields as they are not monitored.


* ☒ 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.

Submit Cancel

Review My Personal Information



Review Personal Information: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 31 minute(s) ago

DUE 01/30/2024

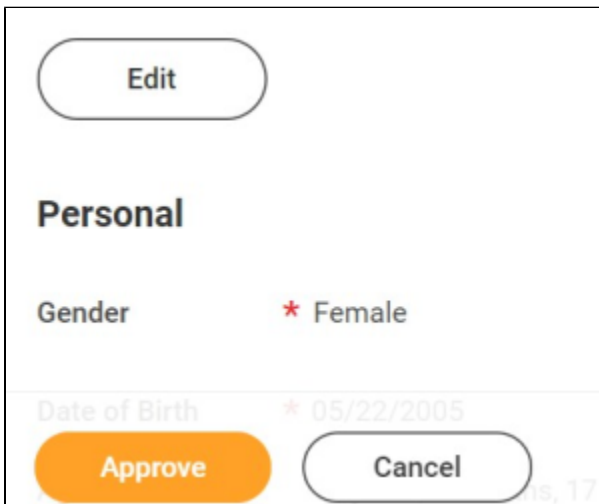
Description	To Do
All student refunds will be processed through ACH (electronic transfer), to the student's U.S. bank account . The University recommends students set up their Payment Election in Workday to store bank account information and conveniently receive refunds to that account.	<p>The Personal Information you can update in Workday includes:</p> <ul style="list-style-type: none"> • Sex • Date of Birth * • Marital Status * • Race and Ethnicity • Citizenship Status* • Gender Identity • Pronoun • Military Service* <p>Note: Certain changes to your personal information (*) may require you to attach</p>

documentation like SSN card, Driver's License, Birth Certificate, Certificate of Naturalization, etc.

Under document category select "Personal Information"

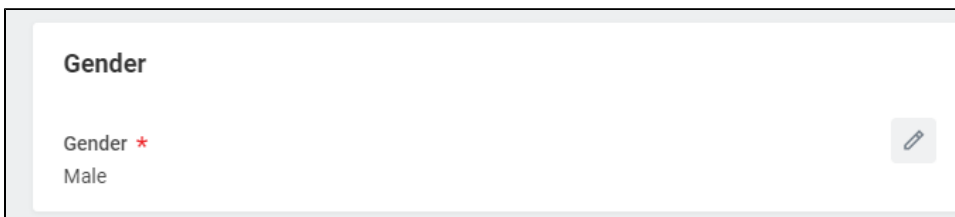
Need Help? Contact the Registrar's Office +1 561-237-7303 | registrar@lynn.edu

1. Click on the **Review My Personal Information** task.



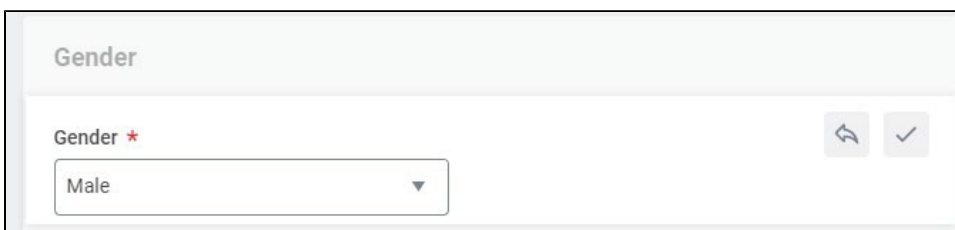
The screenshot shows a user interface for reviewing personal information. At the top is an "Edit" button. Below it is the heading "Personal". Under "Personal", the "Gender" is listed as "Female" with a red asterisk. Below that, the "Date of Birth" is listed as "05/22/2005" with a red asterisk. At the bottom are two buttons: "Approve" (orange) and "Cancel" (white with a grey border).

2. Review the information available. If you need to make changes, click the **Edit** button.
3. To make edits navigate to the information you want up update click on the pencil icon to unlock the section.



The screenshot shows a section titled "Gender". Below the title, the text "Gender *" is displayed, followed by "Male". To the right of the text is a pencil icon, indicating that the information can be edited.

4. **Update** the information and then click the **check mark** icon to save your changes.



The screenshot shows the "Gender" section with a dropdown menu. The text "Gender *" is displayed above the dropdown, which currently shows "Male". To the right of the dropdown are two icons: a circular arrow (refresh) and a checkmark (save).

5. Once you have made edits, or if you don't need to make edits, click **Approve**.

Review My Home Contact Information



Review Home Contact Information: Lance Lynn (2552797) - International Business Management/Undergraduate (BS) - 08/20/2023 - Active

My Tasks - 1 hour(s) ago

Description	To Do
<p>It is important that all students keep their contact information up to date. Your home contact information below must reflect your local and permanent domicile, personal email address and home and mobile phone numbers.</p>	<p>Please review your home contact information to reflect your local and permanent domicile and personal email address.</p> <p>Address Usage: You must include the appropriate address usage on your home contact information.</p> <p>Do not override your Legal Home Address with your local address. Add a new contact address with the appropriate usage label instead.</p> <p>Select Mobile Opt-In under Phone Device to receive Lynn alert emergency text messages.</p> <p>Need Help? Contact the Registrar's Office +1 561-237-7303 registrar@lynn.edu</p>

1. Review your contact information.
2. To make changes click the **Edit** button

Edit

Addresses 2 items

Address	Usage	Visibility	Shared With	Effective Date
3601 N. Military Trail Boca Raton, FL 33431 United States of America	Home (Primary) Person Local Address	Private		01/11/2024
123 Main ave Washington DC, DC 20001 United States of America	Home Legal Home Permanent	Private		01/11/2024

Phones 1 item

Phone Number	Device	Usage	Visibility
+1 561-237-7300	Mobile Opt-In Texting	Home (Primary)	Private

Approve **Cancel**

3. Select **pencil icon** next to a record to modify or Select X to delete a record
4. Select **add** button to add a new record

Address

Primary
Yes

Address
3601 N. Military Trail, Boca Raton, FL 33431

Usage
Person Local Address

Visibility
Private

X **Pencil**

5. Click **Approve** to complete task or if your contact information is correct

⚠ Address Usage: You must include the appropriate address usage on your home contact information.

- **Legal Home Permanent:** This usage should reflect your home address when you are not attending school. If you reside with your family during non-school periods, kindly input your family's home address in this section.
- **Personal Local Address:** This usage pertains to the address where you currently reside for the ongoing semester. If this address differs from your Legal Home Address, or if you reside on campus, it is necessary to maintain a separate contact entry. Avoid overwriting your legal home address. Instead, click the "Add" button, input your Florida address, add the usage as "Local," and ensure that you select the "Primary" checkbox.

- Note: If you are a commuter and reside in Florida and your legal home permanent and local addresses are be the same, please add both usage labels to your primary contact record.

Usage

× Legal Home Permanent

⋮

× Person Local Address

Phone Type: Select **Mobile Opt-In Texting** under Phone Device to receive Lynn alert emergency text messages.

Phone Type *

Mobile Opt-In Texting


Country Phone Code *

× United States of America (+1)

Phone Number *

(561) 237-7300

Review Preferred Name



Review Preferred Name: Student Onboarding: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 31 minute(s) ago

Description	To Do
In line with university policy, students and employees may enter a preferred first name and/or preferred middle name that affirms their gender, culture or other aspects of their social identity.	Review your preferred name (First Name only). your last name should not be changed. Need Help? Contact the Registrar's Office +1 561-

Note: Preferred names do not affect the individual's last name, which must remain the person's legal name. Preferred name will display in Workday and other applications (as supported) but will not replace the legal name that is stored in Workday.

237-7303 | registrar@lynn.edu

1. Click **Change My Preferred Name**
2. **Uncheck** Use Legal Name as Preferred Name
3. Change First Name
4. Click **Submit**

Use Legal Name As Preferred Name ☐

Country
*

× United States of America

Prefix

First Name
*

Student

Middle Name

Last Name
*

Lynn

Suffix

Review Legal Name



Review Legal Name: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 1 hour(s) ago

DUE 01/30/2024

Description	To Do
Lynn University requires your legal name to be correct in our system. Your legal name will be displayed in your official educational documents.	<p>Review your legal name.</p> <p>*You are required to attach one form of documentation to support the name change request, and the documentation needed may vary by situation. Acceptable documents include:</p>

*You must contact the IT Dept. at itsupport.lynn.edu if you wish to have your Lynn email address to reflect your new name.

- Birth Certificate
- Social Security Card
- Marriage License
- Divorce Decree
- Court Order
- A statement explaining your request change if it is a result of adding a middle name or correcting the spelling.

Please select document category "**Legal Name Change**"

Need Help? Contact the Registrar's Office +1 561-237-7303 | registrar@lynn.edu

***You must contact the IT Dept. at itsupport.lynn.edu if you wish to have your Lynn email address to reflect your new name.**

1. If the legal name displayed is correct click "Approve" otherwise use the "Edit" box below and make the appropriate changes.
2. Drag and drop your documentation or select a file from your computer
3. Select document category "**Legal Name Change**"
4. Click **Submit**


Edit Legal Name
Student Lynn

Effective Date * 01/29/2024
Country * United States of America
Prefix
First Name * Student
Middle Name
Last Name * Lynn
Suffix

enter your comment

Attachments

Drop files here
or
Select files



Federal Student Aid Authorization:

My Tasks - 2 minute(s) ago

Your authorization is required for federal student aid funds to apply to non-institutional charges.

Description	To Do
<p>Your authorization is required for federal student aid funds to apply to non-institutional charges.</p> <p>Definition of non-institution charges: all other charges other than tuition, fees, housing, and food.</p> <p>You can rescind this authorization at any time in writing to the Student Accounts Office at studentaccounts@lynn.edu.</p>	<p>By checking the "I authorize" box and pressing Submit button, you authorize Lynn University to apply federal financial aid to non-institutional charges.</p> <p>Need Help? Contact Student Financials +1 561-237-7504 studentaccounts@lynn.edu</p>

- 1. Select **I authorize**
- 2. Click **Submit**

Make My Federal Student Aid Authorizations

Created: 01/29/2024

Your authorization is required for federal student aid funds to apply to non-institutional charges. By checking the "I authorize" box and pressing Submit below, charges.

I understand that I can rescind this authorization at any time in writing to the Student Accounts Office at studentaccounts@lynn.edu.

Definition of non-institution charges: all other charges other than tuition, fees, housing, and food.

Federal Student Aid Authorizations

Student

Student Lynn (3002160)

Institution

Lynn University

Expires After

2024 - 2025 Academic Year


Signature Statement

I authorize this institution to use my Federal Student Aid to pay for non-institutional charges.

I Authorize

☒

Credit on Account Retention Authorization



Credit on Account Retention Authorization: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 12 minute(s) ago

Description	To Do
<p>This authorization states that if any credit is created due to the receipt of financial aid funds, the student and parent authorize the university to hold it on the student account. If at any time a student would like a refund of the excess funds, a Request for Refund Form must be completed in Workday so a refund can be processed.</p>	<p>Please read the attached document carefully.</p> <p>You can access onboarding acknowledged documents under your Profile > Personal > Documents > Reviewed: Standard</p> <p>Need Help? Contact Student Financials +1 561-237-7504 studentaccounts@lynn.edu</p>

1. Select **I authorize**
2. Click **Submit**

Credit on Account Retention Authorization
☆


Review Documents for Student Onboarding: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

Created: 01/29/2024

Please read the attached document carefully. This authorization states that if any credit is created due to the receipt of financial aid funds, the student and parent authorize the university to hold it on the student account. If at any time a student would like a refund of the excess funds, a Request for Refund Form must be completed in Workday so a refund can be processed. You can access onboarding acknowledged documents under your Profile > Personal > Documents > Reviewed: Standard

Please do not enter comments in the comment fields as they are not monitored.


Documents

Document
 
 Credit on Account Retention Authorization

Signature Statement
 I acknowledge I have read the attached document.

I Agree
 ☒

Notification of Rights under FERPA



Notification of Rights under FERPA: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 23 minute(s) ago

Description	To Do
<p>As a college student, you are the only person who has access to your academic information. That means if someone wants to know or verify information regarding your grades or progress towards graduation we cannot release your information without your consent.</p> <p>To add authorized users to access your information, review the job aid How to Add Emergency Contacts and Third Party Proxy</p>	<p>Please read the attached document carefully.</p> <p>You can access onboarding acknowledged documents under your Profile > Personal > Documents > Reviewed: Standard</p>


Need Help? Contact the
Registrar's Office +1 561-237-
7303 | registrar@lynn.edu

1. Select **I authorize**
2. Click **Submit**


Notification of Rights under FERPA
Review Documents for Student Onboarding: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active ...
Created: 01/29/2024

Please read the attached document carefully. As a college student, you are the only person who has access to your academic information. That means if someone wants to know or verify information regarding your grades or progress towards graduation we cannot release your information without your consent. You can access onboarding acknowledged documents under your [Profile > Personal > Documents > Reviewed: Standard](#)
Please do not enter comments in the comment fields as they are not monitored.

Documents

Document  Notification of Rights under FERPA
Signature Statement I acknowledge I have read the attached document
I Agree ☒

Statement of Financial Responsibility


Statement of Financial Responsibility: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active
My Tasks - 29 minute(s) ago

Description	To Do
The Statement of Financial Responsibility (SFR) informs students of their financial responsibilities associated with relevant policies and explains the potential consequences that may result if a student fails to meet those obligations.	<p>Please read the attached document carefully.</p> <p>You can access onboarding acknowledged documents under your Profile > Personal > Documents > Reviewed: Standard</p> <p>Need Help? Contact Student Financials +1 561-237-7504 studentaccounts@lynn.edu</p>

1. Select **I authorize**

2. Click **Submit**

Statement of Financial Responsibility
 Review Documents for Student Onboarding: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active ...


Created: 01/29/2024

The Statement of Financial Responsibility (SFR) informs students of their financial responsibilities associated with relevant policies and explains the potential consequences that may result if a student fails to meet these responsibilities. **Please read the attached document carefully.**
 You can access onboarding acknowledged documents under your Profile > Personal > Documents > Reviewed: Standard

Please do not enter comments in the comment fields as they are not monitored.

Documents


Document

 Student Financial Responsibility

Signature Statement I acknowledge I have read the attached document.

I Agree ☒

Complete Canvas Course - ISO 101 (International Students Only)



Complete Canvas Course - ISO 101: Student Onboarding: Lancelot Lynn (3002161) - Fashion and Retail/Undergraduate (BS) - 08/25/2024 - Active
 My Tasks - 3 minute(s) ago

Description	To Do
<p>Complete the ISO 101 (F1 Immigration Orientation Canvas Course) <u>Prior to USA arrival.</u></p> <p>This course will explain the F1 visa immigration rules and regulations to maintain a good F1 visa status while studying in the U.S.</p>	<p>Log into Canvas and access the course ISO 101: https://canvas.lynn.edu/</p> <ul style="list-style-type: none"> Remember to take the quiz at the end. You must earn 90% or above to successfully complete the course. Retake the quiz as many times as you want. Submit the completion form to acknowledge that you understand the material in the course. <p>Need Help? Contact International Programs and Services +1 561-237-7075 ips@lynn.edu</p>

- When you complete this item, click "**Submit**" to acknowledge this task is completed outside Workday.

Complete To Do
[Complete Canvas Course - ISO 101](#)
☆
☰

Created: 01/30/2024

Complete the ISO 101 (F1 Immigration Orientation Canvas Course) Prior to USA arrival.

This course will explain the F1 visa immigration rules and regulations to maintain a good F1 visa status while studying in the U.S. Log into Canvas and access the course ISO 101: <https://canvas.lynn.edu/>
 Remember to take the quiz at the end.
 You must earn 90% or above to successfully complete the course.
 Retake the quiz as many times as you want.

Click "Submit" to acknowledge you must complete this task outside of Workday.

Please do not enter comments in the comment fields as they are not monitored.

For Lancelot Lynn (3002161) - Fashion and Retail/Undergraduate (BS) - 08/25/2024 - Active

Overall Process [Student Onboarding: Lancelot Lynn \(3002161\) - Fashion and Retail/Undergraduate \(BS\) - 08/25/2024 - Active](#)


Overall Status In Progress

Due Date 01/31/2024

Instructions <https://canvas.lynn.edu/>

Submit
Save for Later
Close

Complete Lynn Launch (Daytime new students only)



Complete Lynn Launch: Student Onboarding: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 32 second(s) ago

Description	To Do
<p>In addition to person orientation sessions, we created a special online Canvas course designed just for you!</p> <p>The modules in this course will equip you with necessary tools and resources to aid in a successful transition to Lynn!</p> <p>The Canvas course will be ready for you after the final Lynn Launch session, as you get close to the start of the term.</p> <p>You will be automatically enrolled and sent more information.</p>	<p>https://canvas.lynn.edu/</p> <p>Please log into Canvas to complete the Lynn Launch course.</p> <p>Need Help? Contact the Center for Student Involvement +1 561-237-7569 csi@lynn.edu</p>

1. When you complete this item, click **"Submit"** to acknowledge this task is completed outside Workday.

Complete To Do
[Complete Lynn Launch](#)

Created: 01/29/2024

In addition to your in person orientation sessions, we created a special online Canvas course designed just for you! The modules in this course will equip you with necessary tools and resources to aid in a successful transition to Lynn!

The Canvas course will be ready for you as you get close to the start of the term.

You will be automatically enrolled and sent more information.

Please log into [Canvas](#) to complete the Lynn Launch course.

If you have any questions, please contact us at csi@lynn.edu

Click **"Submit"** to acknowledge this task is completed outside of Workday.

Please do not enter comments in the comment fields as they are not monitored.

For Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

Overall Process [Student Onboarding: Student Lynn \(3002160\) - International Business Management/Undergraduate \(BS\) - 08/25/2024 - Active](#)


Overall Status In Progress

Due Date 01/30/2024

Instructions Please log into [Canvas](#) to complete the Lynn Launch course.

Submit
Save for Later
Close

FNIS Foreign National Information System (International Students Only)



FNIS Foreign National Information System: Student Onboarding: Lancelot Lynn (3002161)
- Fashion and Retail/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 1 minute(s) ago

Description	To Do
The Foreign National Information System (FNIS) is used to determine if foreign nationals have any tax benefits based on country of origin, length of stay, type of visa, and type of earnings. It searches for any applicable tax treaties and/or exemptions that can be applied directly to the foreign national's pay.	<p>Visit https://fnis.thomsonreuters.com/lynn/</p> <p>If applicable log into FNIS system and complete required information</p> <p>Need Help? Contact Financial Aid +1 561-237-7185 financialaid@lynn.edu</p>

1. When you complete this item, Click "**Submit**" to acknowledge this task is completed outside Workday.

Complete To Do
FNIS Foreign National Information System

Created: 01/30/2024

The Foreign National Information System (FNIS) is used to determine if foreign nationals have any tax benefits based on country of origin, length of stay, type of visa, and type of earnings. It searches for any applicable tax treaties and/or exemptions that can be applied directly to the foreign national's pay. Click "Submit" to acknowledge this task is completed outside of Workday.

Please do not enter comments in the comment fields as they are not monitored.

For Lancelot Lynn (3002161) - Fashion and Retail/Undergraduate (BS) - 08/25/2024 - Active

Overall Process Student Onboarding: Lancelot Lynn (3002161) - Fashion and Retail/Undergraduate (BS) - 08/25/2024 - Active


Overall Status In Progress

Due Date 01/31/2024

Instructions If applicable log into [FNIS system](#) and complete required information. You should have an email in your lynn email with your login credentials.

Submit
Save for Later
Close

Create CBORD GET Account



Create CBORD GET Account: Student Onboarding: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 6 minute(s) ago

Description	To Do
<p>GET Mobile is a service that allow students to use their mobile device to manage their Lynn card account, swipe for meals and more.</p> <p>All students must have a Lynn University Campus ID Card.</p> <p>Click "Submit" to acknowledge this task is completed outside Workday.</p>	<p>Please download the app and upload a picture for your student ID.</p> <ul style="list-style-type: none"> All students are required to have a photo on file – online students can request an ID card be printed by emailing the request to supportservices@lynn.edu New students will receive their ID Card during their Welcome Weekend appointment. <p>Instructions: Click Here to View</p> <p>App Store: Click Here to Download</p> <p>Need Help? Contact IT Support Services +1 561-237-7979 supportservices@lynn.edu</p>

1. When you complete this item, click **"Submit"** to acknowledge this task is completed outside Workday.

Complete To Do
[Create CBORD GET Account](#)

Created: 01/29/2024

GET Mobile is a service that allow students to use their mobile device to manage their Lynn card account, swipe for meals and more. All students must have a Lynn University Campus ID Card. Please download the app and upload a picture for your student ID.

- All students are required to have a photo on file – online students can request an ID card be printed by emailing the request to supportservices@lynn.edu
- New students will receive their ID Card during their Welcome Weekend appointment.

Instructions:
[Click Here to View](#)
 App Store:
[Click Here to Download](#)

Click **"Submit"** to acknowledge this task is completed outside of Workday.

Please do not enter comments in the comment fields as they are not monitored.

For Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

Overall Process [Student Onboarding: Student Lynn \(3002160\) - International Business Management/Undergraduate \(BS\) - 08/25/2024 - Active](#)


Overall Status In Progress

Due Date 01/30/2024

Instructions Apple site
<https://apps.apple.com/us/app/get-mobile/id844091049>

Submit
Save for Later
Close

Health Insurance Enrollment



Health Insurance To Do
Student Onboarding: Lancelot Lynn (3002161) - Fashion and Retail/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 2 minute(s) ago

Description	To Do
<p>Full-Time Day students and all Graduate Students living in the US, are required to purchase this insurance plan.</p> <p>US Citizens: The premium is added to the student's tuition fees unless proof of comparable coverage is furnished. Your account will be charged for the student insurance unless your waiver request has been approved by the published deadline.</p>	<p>Visit UnitedHealthcare page at studentcenter.uhcsr.com and search Lynn University.</p> <p>If you are interested in learning more about enrolling in the school sponsored voluntary dental and/or vision plan, please visit uhcsr.com.</p>

International students: The premium is added to the student's tuition fees and they will be automatically enrolled in the Insurance plan. Students will receive more information as they get close to the start of the term.

Need Help? Contact Financial Aid +1 561-237-7185| financialaid@lynn.edu

1. When you complete this item, click "**Submit**" to acknowledge this task is completed outside Workday.

Complete To Do

Health Insurance To Do International

...

☆

📄

PDF

⚙️

🔍

Created: 01/30/2024

Full-Time Day students and all Graduate Students living in the US, are required to purchase this insurance plan. The premium is added to the student's tuition fees.

You will be automatically enrolled in the Insurance plan and sent more information as you get close to the start of the term.

You will need your Lynn University student ID number, Date of Birth and your Lynn University email address to verify your entry to the enrollment site. Click "Submit" to acknowledge this task is completed outside of Workday.

Please do not enter comments in the comment fields as they are not monitored.

For Lancelot Lynn (3002161) - Fashion and Retail/Undergraduate (BS) - 08/25/2024 - Active

Overall Process Student Onboarding: Lancelot Lynn (3002161) - Fashion and Retail/Undergraduate (BS) - 08/25/2024 - Active

Overall Status In Progress

Due Date 01/31/2024


Instructions Visit UnitedHealthcare page at studentcenter.uhcsr.com and search Lynn University. Please click **Opt-In to ENROLL** in the Lynn University mandatory plan. You will be able to print your Student Health Insurance Card. If you are interested in learning more about enrolling in the school sponsored voluntary dental and/or vision plan, please visit uhcsr.com.

Submit

Save for Later

Close

ADA Accommodation Request (Optional)



ADA Accommodation Request: Student Onboarding: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 17 minute(s) ago

Description	To Do
<p>(Optional) Lynn University supports the American Disabilities Act (ADA) as a civil rights law for people with disabilities that is built on the principles of equal opportunity, full participation, independent living and economic self-sufficiency. Please refer to our Student Accessibility Services page for further details.</p>	<p>https://lynn-accommodate.symlicity.com/public_accommodation/</p> <p>If applicable, complete the ADA</p>

Accommodation Request Form

Need Help? Contact Student Accessibility Services ada@lynn.edu

1. When you complete this item, click **"Submit"** to acknowledge this task is completed outside Workday.

Complete To Do
ADA Accommodation Request

Created: 01/29/2024

(Optional) Lynn University supports the American Disabilities Act (ADA) as a civil rights law for people with disabilities that is built on the principles of equal opportunity. For more information, refer to our [Student Accessibility Services](#) page for further details. For any questions contact Student Accessibility Services ada@lynn.edu. Click "Submit" to acknowledge this task is completed outside of Workday.

Please do not enter comments in the comment fields as they are not monitored.

For Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

Overall Process Student Onboarding: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active


Overall Status In Progress

Due Date 01/30/2024

Instructions If applicable, complete the [ADA Accommodation Request Form](#)

Submit
Save for Later
Close

Complete Housing Application



Complete Housing Application: Student Onboarding: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 21 minute(s) ago

Description	To Do
New housing applicants are able to apply for housing through their eRezLife account. You must use your Lynn email and password to log into eRezLife.	https://lynn.erezlife.com/ Log into your eRezLife account and complete housing application

- All housing application forms are available under the Housing Overview tab.
- Click the "Apply now" button beside the housing application
- Complete all questions on the application form
- After completing your application form, click "save progress" or "continue to: Confirm application"
- Carefully review your application details and check the statement boxes
- Click Submit application

Need Help? Contact Housing and Residence Life at housing@lynn.edu.

1. When you complete this item, click "**Submit**" to acknowledge this task is completed outside Workday.

Complete To Do

Complete Housing Application

Created: 01/29/2024

New housing applicants are able to apply for housing through their eRezLife account. You must use your Lynn email and password to log in to eRezLife.

- Log into your eRezLife account at <https://lynn.erezlife.com>.
- All housing application forms are available under the Housing Overview tab.
- Click the "Apply now" button beside the housing application
- Complete all questions on the application form
- After completing your application form, click "save progress" or "continue to: Confirm application"
- Carefully review your application details and check the statement boxes
- Click Submit application

For any questions please contact Housing and Residence Life at housing@lynn.edu. Click "**Submit**" to acknowledge this task is completed outside of Workday.

Please do not enter comments in the comment fields as they are not monitored.

For Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

Overall Process [Student Onboarding: Student Lynn \(3002160\) - International Business Management/Undergraduate \(BS\) - 08/25/2024 - Active](#)

Overall Status In Progress

Due Date 01/30/2024


Instructions Log into your [eRezLife](#) account and complete housing application

Submit

Save for Later

Close

Complete Health Forms



To Do - Health Forms: Student Onboarding: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 24 minute(s) ago

Description	To Do
<p>All new, incoming students who will be residing on campus are required to log into the Lynn Student Health Portal with their Lynn account and complete submit the following health documents prior to arriving on campus.</p>	<p>Log into the Lynn Student Health Portal with your Lynn account and complete:</p> <ol style="list-style-type: none"> 1. Health History and Authorization Form: To be completed and signed by the student and/or parent if the student is under 18 (Does <u>NOT</u> require a physician's signature.) 2. Proof of a Physical Examination: Proof of a general physical exam is required for all students living on campus, and must be dated within 12 months of your first semester living on campus at Lynn University. 3. Immunization Records <ul style="list-style-type: none"> - Proof of TWO MMR (Mumps, Measles, Rubella) vaccines - OR- proof of immunity via a blood test ("titers") - Proof of a Meningococcal ACWY Vaccines dated within FIVE years of your first semester living on campus <p>Proof of vaccines or a signed waiver in the case of Hepatitis B are required.</p> <p>Need help? Contact the Student Health office at StudentHealth@lynn.edu 561-237-7231</p>

1. When you complete this item, click "**Submit**" to acknowledge this task is completed outside Workday.

Complete To Do
To Do - Health Forms

Created: 01/29/2024

All new, incoming students who will be residing on campus are required to log into the [Lynn Student Health Portal](#) with their Lynn account and complete submit the following

1. Health History and Authorization Form: To be completed and signed by the student and/or parent if the student is under 18 (Does **NOT** require a physician's signature.)
2. Proof of a Physical Examination: Proof of a general physical exam is required for all students living on campus, and must be dated within 12 months of your first semester
3. Immunization Records
 - Proof of TWO MMR (Mumps, Measles, Rubella) vaccines - OR- proof of immunity via a blood test ("titers")
 - Proof of a Meningococcal ACWY Vaccines dated within FIVE years of your first semester living on campus

Proof of vaccines or a signed waiver in the case of Hepatitis B are required.

Questions? email StudentHealth@lynn.edu or call + 1 (561) 237-7705
Click "Submit" to acknowledge this task is completed outside of Workday.

Please do not enter comments in the comment fields as they are not monitored.

For Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

Overall Process [Student Onboarding: Student Lynn \(3002160\) - International Business Management/Undergraduate \(BS\) - 08/25/2024 - Active](#)


Overall Status In Progress

Due Date 01/30/2024

Instructions Log into the [Lynn Student Health Portal](#) with your Lynn account to complete all your health documents.
For questions contact Student Health office at StudentHealth@lynn.edu 561-237-7231

Submit
Save for Later
Close

ACH Refund Setup



ACH Refund Set-up: Continuing Student Onboarding for: Lance Lynn (2552797) - International Business Management/Undergraduate (BS) - 0...

My Tasks - 37 minute(s) ago

Description	To Do
<p>All student refunds will be processed through ACH (electronic transfer), to the student's U.S. bank account. The University recommends students set up their Payment Election in Workday to store bank account information and conveniently receive refunds to that account.</p>	<p>To enter payment election information you will need your U.S. Bank Name, Account type (checking or Savings), Routing Transit Number and Account Number. This will allow you to receive funds when applicable.</p> <p>Need Help? Contact Student Financials +1 561-237-7504 studentaccounts@lynn.edu</p>

1. Select **Payment Elections**

If you are a student worker, you may already have Payment Elections in Workday. Review your Accounts and make any necessary changes.

2. Click **submit**

Accounts 2 Items					
Account Nickname	Country	Bank Name	Account Type	Account Number	
BOA2 *****4896	United States of America	BOA2	Checking	*****4896	<div>Edit</div> <div>Remove</div> <div>View</div>
BOA *****4897	United States of America	BOA	Checking	*****4897	<div>Edit</div> <div>Remove</div> <div>View</div>

If you do not have a payment election, a payment election option screen will appear.

1. Select "**Direct Deposit**" for Expense Payments and Student Refunds

Payment Election Option

Person

Default Country United States of America

Default Currency USD

Preferred Payment Method

Expense Payments * ✕ Direct Deposit

Student Refund * ✕ Direct Deposit

2. Enter Bank account information and select OK

- **Routing Numbers** is a required field and should be 9 digits in length
- **Bank name** is required field
- **Account Type** is a required field

- **Account Number** is a required field.

Account Setup

Sample Check

Account Information

Account Type * ☒ Checking ☐ Savings

Routing Transit Number *

Account Number *

Bank Name *

Bank Identification Code

Account Nickname (optional)

Register Your Vehicle

Register your vehicle: Student Onboarding: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 29 minute(s) ago

Description	To Do
All student cars must be registered with the university. If you intend to park a car on campus, complete the Vehicle Registration Form and get your decal from Campus Safety.	<p>All student cars must be registered with the university. If you intend to park a car on campus, please complete your vehicle registration.</p> <p>After submitting new vehicle details, please visit Campus Safety with your Lynn ID and copy of your Vehicle Registration to obtain your decal. .</p> <p>You may only have a maximum of 2 active vehicle registrations at a time.</p> <ul style="list-style-type: none"> • Click the + sign to add your vehicle • Enter your vehicle details

- Click the checkbox
- Click OK

Need Help? Contact Campus Safety +1 561-237-7226 | securitydispatch@lynn.edu

1. Scroll down and click the "My Vehicle Registration" button.

Complete To Do Register your vehicle

All student cars must be registered with the university. If you intend to park a car on campus, please complete your vehicle registration. After submitting new vehicle details, please visit Campus Safety with your ID to obtain your decal. You may only have a maximum of 2 active vehicle registrations at a time.

- Click the + sign to add your vehicle
- Enter your vehicle details
- Click the checkbox
- Click OK

Please do not enter comments in the comment fields as they are not monitored.

For: Marketing/Undergraduate (BS) - 08/25/2024 - Active

Overall Process: Student Onboarding; Marketing/Undergraduate (BS) - 08/25/2024 - Active

Overall Status: In Progress

Due Date: 05/15/2024

Instructions: Please complete vehicle registration in Workday. [Click here for instructions](#)

My Vehicle Registrations

Submit Save for Later Close

2. Click on the + sign to add new vehicle details
3. Enter all the vehicle details in the respective text boxes

My Vehicle Registrations

Guidance

- After submitting new vehicle details, please visit Campus Safety to obtain your decal.
- You may only have a maximum of 2 active vehicle registrations at a time. If you need to inactivate a vehicle registration, please contact Campus Safety.
- You cannot edit vehicle details for vehicles that have already been approved by Campus Safety. If you need to update details, contact Campus Safety.

2 Items

*Make	*Model	*Electric?	*Color	*Year	*License #	*License
<input type="text"/>	<input type="text"/>	select one	<input type="text"/>	YYYY	<input type="text"/>	<input type="text"/>

4. Click the check box and click ok

My Vehicle Registrations

Guidance

- After submitting new vehicle details, please visit Campus Safety to obtain your decal.
- You may only have a maximum of 2 active vehicle registrations at a time. If you need to inactivate a vehicle registration, please contact Campus Safety.
- You cannot edit vehicle details for vehicles that have already been approved by Campus Safety. If you need to update details, contact Campus Safety.

2 Items

*Make	*Model	*Electric?	*Color	*Year	*License #	*License
<input type="text"/>	<input type="text"/>	select one	<input type="text"/>	YYYY	<input type="text"/>	<input type="text"/>
HONDA	PILOT	No	RED	2016	EGK253	Unit


☒ I understand that I must visit Campus Safety in person to obtain my vehicle decal and such decal must be displayed in my vehicle window at all times. *

Powered By Workday Extend

OK Cancel

5. After submitting new vehicle details, please visit Campus Safety area during Orientation with your Lynn ID and copy of your Vehicle Registration to obtain your decal.

Review Friends and Family



Review Friends and Family, Emergency Information: Student Lynn (3002160) - International Business Management/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 20 hour(s) ago

DUE 01/30/2024

Need help?

- [Click here](#) for information on third party proxy (log in and navigation)
- [Click here](#) for detailed instructions on Friends and Family and Third Party permissions

Description	To Do
<p>Friends and family include individuals you would like listed as emergency contacts as well as any individuals you would like to view your selected academic and/or financial records and/or make payments on your behalf.</p> <p>Please use the Add button to add an individual. You will be required to add at least one method of communication for each person listed.</p>	<p>Please review the friends and family information</p> <p>Students are required to have at least one emergency communication contact.</p> <p>For Emergency Contacts, you must enter an address and a phone number.</p> <p>For Third Party Users you must enter an email address.</p> <p>Please keep this</p> <p>Need Help? Contact the Registrar's Office +1 561-237-7303 registrar@lynn.edu</p>

1. Click the Add button to add an individual. You will be required to add at least one method of communication for each person listed.
2. Click on the **Review My Friends and Family** task. Read through the instructions.
3. Click the **Add** button.
4. Select **Relationship Type** (you must select an **Emergency Contact** relationship type before any other types can be selected and before you can complete this task.)
5. Click the box next to **Is Third-Party User** if you want this contact to be a third-party user and have their own Workday access to make payments or view **account/academic** information.

Add My Friends and Family

For Lance Lynn (2552797)

Relationship Types * ☐ Emergency Contact ☐ Parent

Relationship

Is Third Party User ☐

Preferred Languages

Comments

6. In the Name section, add the contact's first name, last name.

Name Contact Information

Country * United States of America

Prefix

First Name *

Middle Name

Last Name *

Suffix

7. In the Contact Information tab, click **Add** to submit at least one method of contact.
 For **Emergency Contacts**, you must enter an address and a phone number. Under phone, select device type **mobile opt-in** or mobile opt-out to include or exclude them of Lynn's emergency notifications
 For **Third Party Users** you must enter an email address.

Name

Contact Information

Phone

Add

Address

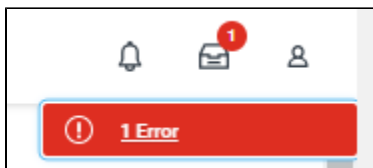
Add

Email


Add

8. Click **OK**, and then click **Done**.
9. Return to the **Review my Friends and Family** task.
10. Click **Submit**. Click **Done**.

You must add at least one emergency contact to your records otherwise you will get an error when you click Submit



Review My Friends and Family



Review Friends and Family, Emergency Information: Lancelot Lynn (3002161) - Fashion and Retail/Undergraduate (BS) - 08/25/2024 - Active

My Tasks - 10 minute(s) ago

DUE 01/31/2024

Description	To Do
To let a third party view information in Workday and /or receive information from Academic Advising, Student Records, and Financial Aid about your grades, registration, and/or financial aid package, Set Permissions for a Third Party to Access Your Student Information.	To let a third party view information in Workday and /or receive information from Academic Advising, Student Records, and Financial Aid about your grades, registration, and/or financial aid package, Set Permissions for a Third Party to Access Your Student Information.

When a student grants access to a third party for the first time, the third party will be invited to create a Lynn Workday account. The third party will then use that account to log in to Workday.

The third party will only be able to view information for which the student has granted them access.

Third-party access can be changed or removed at any time by the student.

To update third party permissions:

- If not enabled, select "Enable Third Party" button next to the third party name
- Select "Is Third Party User" checkmark. Select "OK"
- If enabled, select "Add Permissions"
- Verify Third Party name. Select "OK"
- Scroll down and select the "Allowed" checkmarks under the tasks you would like to grant access.
- Select "OK"
- Complete Purpose of Waiver
- Click Confirm
- Click Submit

Please do not enter comments in the comment fields as they are not monitored.

When a student grants access to a third party for the first time, the third party will be invited to create a Lynn Workday account. The third party will then use that account to log in to Workday.

The third party will only be able to view information for which the student has granted them access.

Third-party access can be changed or removed at any time by the student.

Need Help? Contact the Registrar's Office +1 561-237-7303 | registrar@lynn.edu

To provide third party access to your records you must first select contact as third party user, then manage permissions for user.

1. On the third party record, scroll to the right and select Actions button.

Enter relationship type. You can select multiple types.

- Select "Emergency Contact"
- Enter First and Last Name
- Select checkmark "Is Third Party User" if you would like to grant them access to view selected financial and/or academic information in Workday.
- Select Contact Information tab
- You must add a phone number and email address.
- Under phone, select device type **mobile opt-in** or **mobile opt-out** to include them or exclude them of Lynn's emergency notifications.
- Select OK

Please do not enter comments in the comment fields as they are not monitored.

Add

1 item

Relationship Types	Relationship	Phone Number	Email Address	Address	Third Party	Actions
Emergency Contact		+1 561-237-7355	momillynn@lynn.edu		<input type="checkbox"/>	Actions

2. Select Edit Friends and Family

Actions

- Edit Friends and Family
- Remove Friends and Family

3. Select Is Third Party User (specific permissions will be granted in the next steps). Click OK.

Relationship

Is Third Party User ☒

Alert: You must still grant permissions to this third-party user.

Preferred Languages

4. On the contact record, scroll to the right. Select Action button. Select Manage Permissions for My Third Party

Actions

- Edit Friends and Family
- Manage Permissions for My Third Party
- Remove Friends and Family

5. Verify Third party name, click OK

Manage Permissions for My Third Party

To let a third party view information in Workday and/or receive information from Academic Advising, Student Records, and Financial Aid about your grades, registration, and/or financial aid package, Set Permissions for a Third Party to Access Your Student Information.

When a student grants access to a third party for the first time, the third party will be invited to create a Lynn Workday account. The third party will then use that account to log in to Workday.

The third party will only be able to view information for which the student has granted them access.

Third-party access can be changed or removed at any time by the student.

Third Party *

Institution *

OK Cancel

6. Select the permissions for the third party user by clicking the checkbox next to the permission. You may grant the following permissions:
- Make a Payment
 - View Financial Aid Package
 - View Account Activity
 - View Student Statement
 - View Current Classes
 - View Student Grades
 - Generate Unofficial Transcript

Institution	Lynn University
Third Party	moml lancelot
Student	Lancelot Lynn (3002161)
Relationship	(empty)

Tasks Available for Third Party User

Task Name Make a Payment

Description This task gives access to make a payment on the student's behalf.

Allowed ☒

Task Name View Financial Aid Package

Description This task gives access to view the financial aid details on the student's behalf, including details around what financial aid is offered and what the estimated costs are for the year.

Allowed ☐

Task Name View Account Activity

Description This task gives access to view student account transactions, including charges, payments, financial aid, and refunds, that have been posted to the student account. Details around the Due Now amount and any available payment plans can also be seen.

Allowed ☒

Task Name View Student Statement

Description This task gives access to view a student's statement without courses on the student's behalf.

Allowed ☒

Description This option displays courses that the student is charged for on the student statement.

Allowed ☒

7. In the **FERPA Waiver** pop-up, write in the purpose of the waiver, and click Confirm.

Manage Permissions for My Third Party

To let a third party **view information in Workday and/or receive information** from Academic Advising, Student Records, and Financial Aid about your grades, registration, and/or financial aid package, Set Permissions for a Third Party to Access Your Student Information.

When a student grants access to a third party for the first time, the third party will be invited to create a Lynn Workday account. The third party will then use that account to log in to Workday.

The third party will only be able to view information for which the student has granted them access.


Third-party access can be changed or removed at any time by the student.

Privacy Release Authorization Waiver

The following is a summary of the access to your student account that you have authorized to a third party. This access overrides all FERPA restrictions that you have previously set up on your student account for the individual indicated below.

Lancelot Lynn (3002161) is allowing moml lancelot to have access to the following tasks:

- Make a Payment
- View Account Activity
- View Student Statement (With Courses)

Purpose of Waiver * 

Permission to view my info

By clicking "Confirm" you authorize the individual named above to have access to your student account.

Confirm * ☒

Review of Student Residency

Description	To Do
<p>Complete this step to help Financial Aid staff determine your state residency status for financial aid purposes.</p>	<p>Complete Questionnaire. If Florida resident, you will need additional documentation to apply for the Florida EASE Grant Application:</p> <p>Student, or the parent/guardian of dependent student, <u>must</u> provide two (2) documents supporting the establishment of legal residence. Documents must be dated, issued or filed at least twelve (12) months prior to the first day of classes of the academic term for which assistance is requested.</p> <p>1st tier (at least one of the two documents <u>must</u> be from this column)</p> <ul style="list-style-type: none"> • Florida voter's registration card • Florida driver's license or State of Florida identification card • Florida vehicle registration • Proof of a permanent home in Florida which is occupied as a primary residence by the claimant • Proof of a homestead exemption in Florida • Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months • Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period <p>2nd tier (may be used in conjunction with one document from the 1st tier)</p> <ul style="list-style-type: none"> ○ Declaration of domicile in Florida ○ Florida professional or occupational license ○ Florida incorporation ○ Documents evidencing family ties in Florida ○ Proof of membership in a Florida-based charitable or professional organization ○ Utility bills and proof of 12 consecutive months of payments ○ Lease agreement and proof of 12 consecutive months of payments ○ Official state, federal or court document evidencing legal ties to Florida <p>Need Help? Contact Financial Aid +1 561-237-7185 financialaid@lynn.edu</p>

1. Complete questionnaire (attached required documentation if applicable).
2. When you complete this item, click "**Submit**"

3. Select Save for Later if need to gather more information to complete at a later time

Are you a Florida resident?
(Required)

☐ Yes
☐ No

Are you a dependent student? (You are dependent if you are under the age of 24, are not married, do not have children, are not a ward of the court and are not a veteran).
(Required)

☐ Yes
☐ No

Will you be receiving tuition reimbursement from your employer?

☐ Yes
☐ No

Student, or the parent/guardian of dependent student, must provide two (2) documents supporting the establishment of legal residence. Documents must be dated, issued or filed at least twelve (12) months prior to the first day of classes of the academic term for which assistance is requested.

1st tier (at least one of the two documents must be from this column)

- Florida voter's registration card
- Florida driver's license or State of Florida identification card
- Florida vehicle registration
- Proof of a permanent home in Florida which is occupied as a primary residence by the claimant
- Proof of a homestead exemption in Florida
- Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period


Drop files here

or

Select files

Submit
Save for Later
Cancel

Review Lynn Code of Conduct



Review Lynn Code of Conduct: [REDACTED] - Marketing/Undergraduate (BS) -

08/21/2022 - Active

My Tasks - 1 month(s) ago

Description	To Do
<p>The purpose of the student code of conduct is to outline behavioral expectations for Lynn University students. The student code of conduct sets specific expectations for student behavior, identifies behaviors prohibited at the university, and describes the overall process and stated procedures for addressing allegations of student code of conduct violations, as well as the possible consequences for students who violate these standards.</p>	<p>This is the last onboarding item to complete. It will be available to you 45 days before the start of the term.</p> <p>Please read the attached document carefully.</p> <p>You can access onboarding acknowledged documents under your Profile > Personal > Documents > Reviewed: Standard</p>

Need Help? Contact
the Registrar's Office
+1 561-237-7303 |
registrar@lynn.edu

1. Select **I authorize**
2. Click **Submit**

Review Lynn Code of Conduct

Review Documents for

Marketing/Undergraduate (BS) - 08/21/2022 - Active

Created: 12/14/2023

The purpose of the student code of conduct is to outline behavioral expectations for Lynn University students. The student code of conduct sets specific expectations for student behavior, identifies behaviors prohibited at the university, and describes the overall process and stated procedures for addressing allegations of student code of conduct violations, as well as the possible consequences for students who violate these standards. Please read the attached document carefully. You can access onboarding acknowledged documents under your Profile > Personal > Documents > Reviewed: Standard

Please do not enter comments in the comment fields as they are not monitored.

Documents

Document

Lynn Code of Conduct

Signature Statement

I acknowledge I have read the attached document.

I Agree

☒

Comment

Submit

Save for Later

Cancel