Accessing & Navigating the CAPS Onboarding form

Introduction

This guide provides an overview of the CAPS Onboarding form, including uploading documents and submitting the form.

The form has two sections that you are required to complete, personal details (including personal banking details, tax file number, visa and citizenship/passport details) and qualifications. Where information already exists in the system (i.e an existing or previous casual staff member entering a new engagement), it will be pre-populated in the form.

Mandatory fields are marked with an asterisk.

It may be useful to have the following documents (if applicable) with you before you start to complete the form:
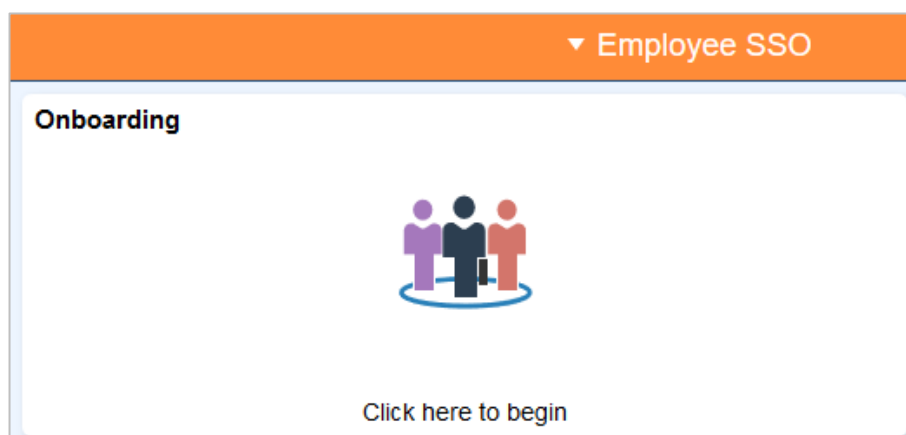
- Passport
- Visa
- Qualifications

Quick Reference Guides are available to help you complete the Citizenship/Passport and Visa Details, Banking, Tax File and Qualifications sections.

Procedure

Log in to SSO

1. Click on the **Onboarding** tile.

1. Click on **Personal Details** and complete all the sections of the form.

Use the Previous and Next buttons to navigate through the form

To return to the home page or access Help information click on the action list.

Enter your personal details

Where information already exists in the system, it will be displayed. You can click on the information to update if required.

Any Mandatory fields will be flagged with an *

Each section has a status to help you track your progress from **Not Started**, to **Visited** (once you have started a section) and **Complete**.

Separate Quick Reference Guides have been created to help you complete these sections and can be found on the website.

Once all of your details have been entered you need to click on **Completed** in the **Summary** tab.

Uploading documents

To complete the onboarding form you may be required to upload a range of documentation. Only jpeg/jpg or PDF files can be uploaded to the form. If the uploaded file is not in one of these formats, you will receive an error message.
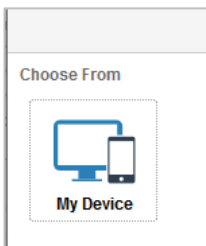
1. If documentation is required this will be displayed on the screen as shown in this example for Visa details, click **View or Upload Documents**.
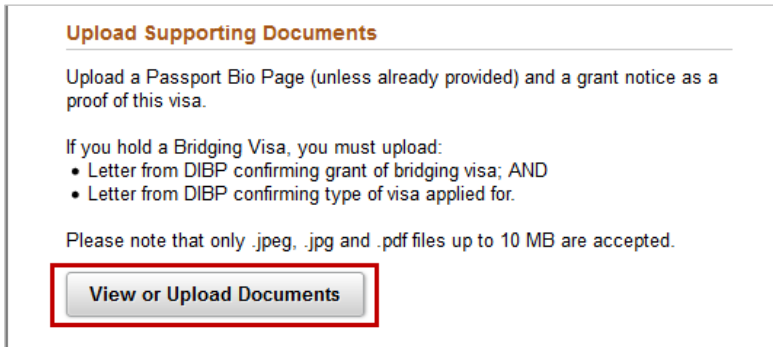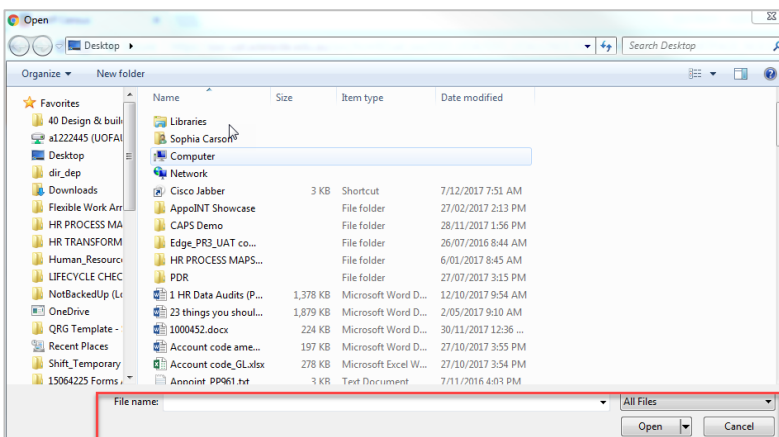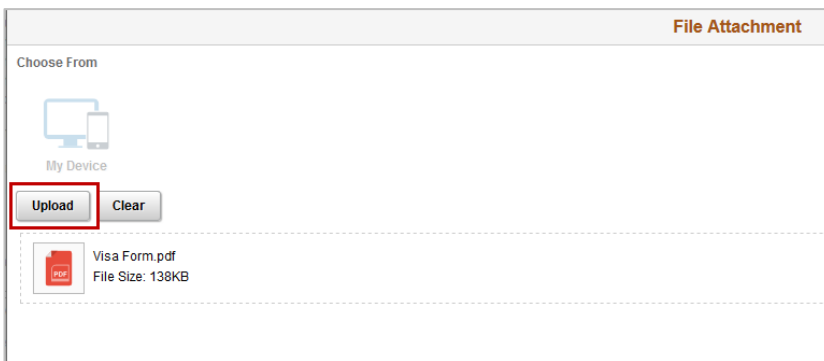

2. Click **Add Attachment**
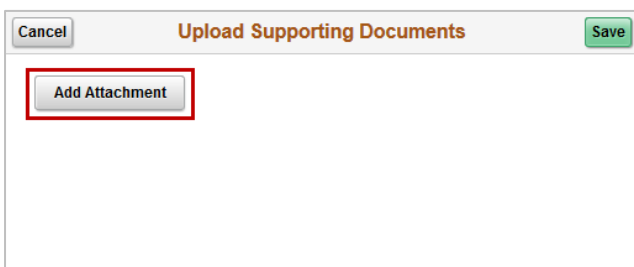
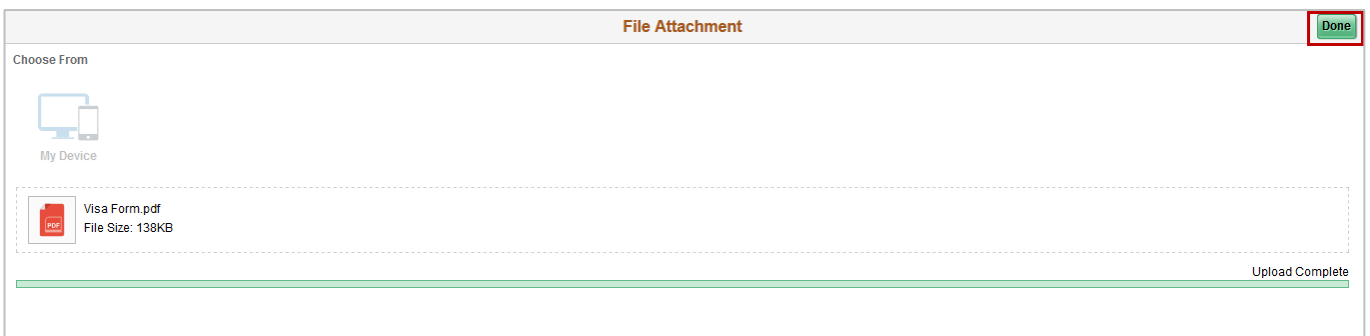3. Select **My Device** (where the document is saved)

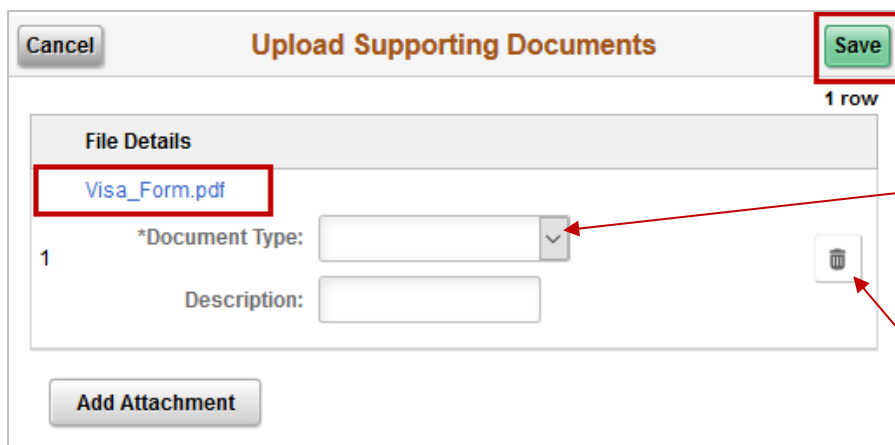4. Select the file from the browser**,** click on **Open.**

5. Click **Upload.**

6. Once the file is uploaded, click on **Done**

7. A box will display the file that has been uploaded. Click **Save.**
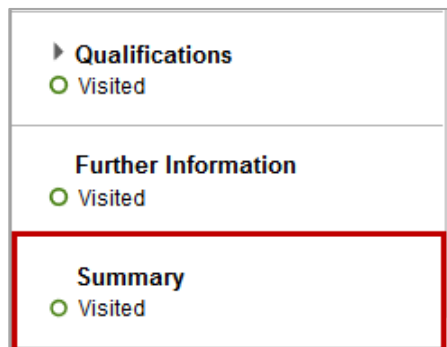

Choose the **Document Type** from the drop down list and add a **Description.**

If you upload the wrong document by mistake use the bin icon to remove.

Submitting the Onboarding form

1. Once you have entered your information and completed all of the mandatory sections, click on the **Summary** Tab.

2. Click **Complete**.

Note, Where information is missing, a validation message will appear and the errors will be highlighted in red as per the below example:

Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au