

# Accessing & Navigating the Onboarding form

## Introduction

This guide provides an overview of the 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. a previous staff member), 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
- Bank Details
- Tax Details
- Emergency Contact Details

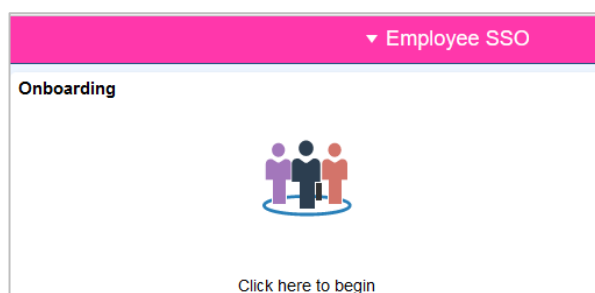
Quick Reference Guides are available to help you complete the Citizenship/Passport and Visa Details, Banking, Tax File and Qualifications sections.

Access to the Onboarding pages may take up to 1 hour after the receipt of your "Welcome to UoA" email.

## Procedure

### Log in to SSO

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



Click on **Welcome** and complete all the sections of the form. Navigate through the onboarding by clicking on **Next** and **Previous** in the top right-hand corner of the screen.

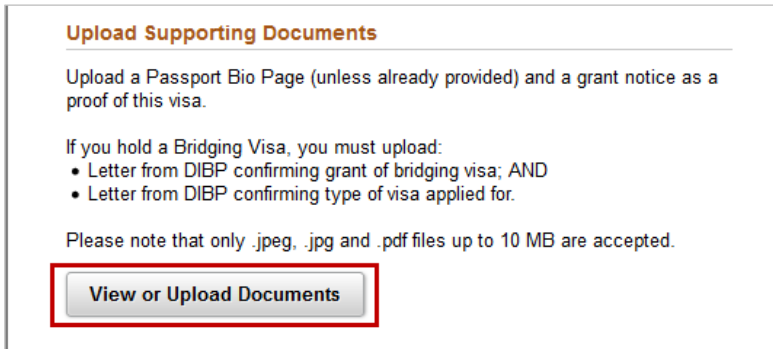
The screenshot shows the 'Onboarding' form interface. The left sidebar contains a list of sections with their completion status: Welcome (Visited), Personal Details (Visited), Name (Visited), Addresses (Not Started), Contact Details (Not Started), Indigenous Aus Identification (Not Started), Emergency Contacts (Not Started), Additional Info (Visited), Disability (Visited), Citizenship/Passport Details (Visited), Visa Details (Visited), Personal Bank Accounts (Visited), Tax File Number Declaration (Visited), Qualifications (Visited), Further Information (Visited), and Summary (Visited). The main content area is titled 'Personal Details - Name' and contains input fields for 'Primary Name' and 'Preferred Name', both with the value 'Casual B'. A callout box points to the 'Personal Details' section in the sidebar, stating: '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**.' Another callout box points to the 'Summary' section in the sidebar, stating: 'Once all of your details have been entered you need to click on **Completed** in the **Summary** tab.' In the top right corner, there are navigation buttons: '< Previous', 'Next >', and a menu icon. A callout box points to these buttons, stating: 'Use the Previous and Next buttons to navigate through the form'. A dropdown menu is open from the menu icon, showing 'Home' and 'Help'. A callout box points to the 'Home' and 'Help' options, stating: 'To return to the home page or access Help information click on the action list.'



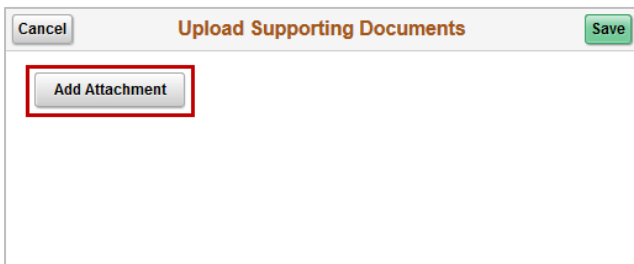
## Uploading documents

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.

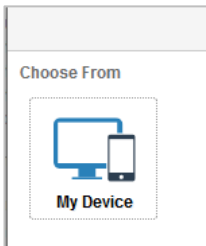
1. If documentation is required this will be displayed on the screen as shown in this example for Visa details, click **View or Upload Documents**.



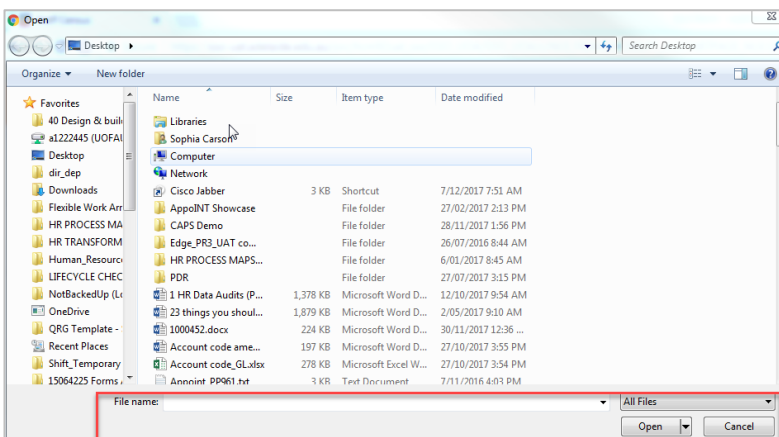
2. Click **Add Attachment**



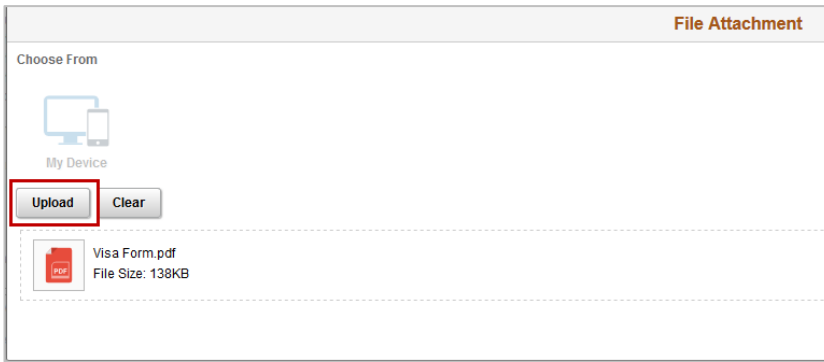
3. Select **My Device** (where the document is saved)



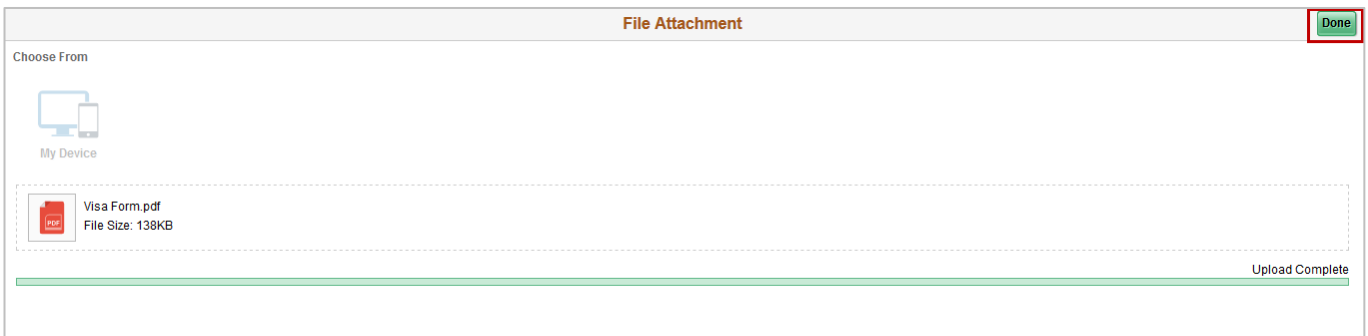
4. Select the file from the browser, click on **Open**.



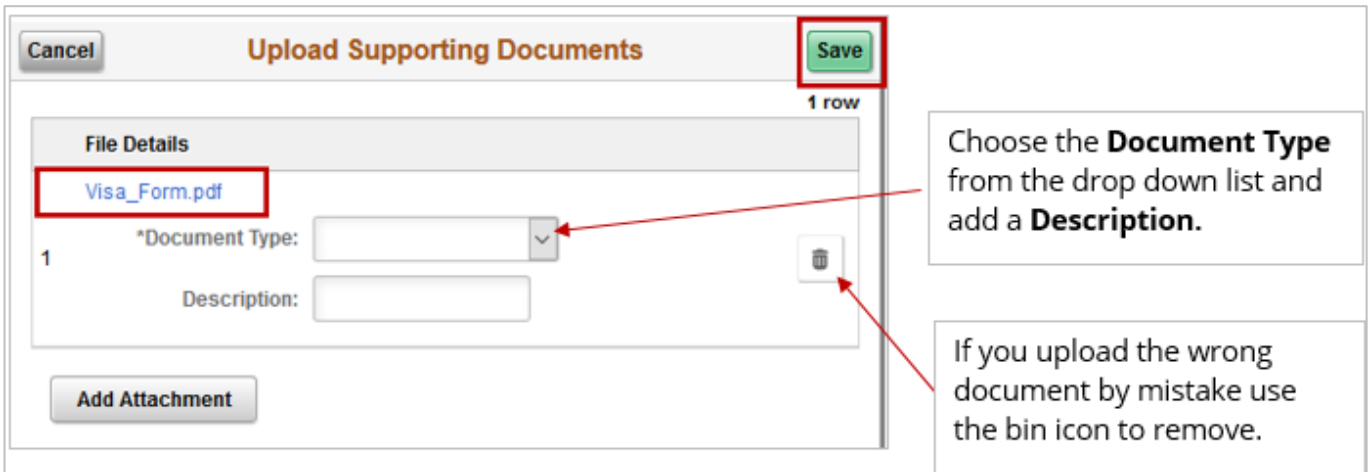
5. Click **Upload**.



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

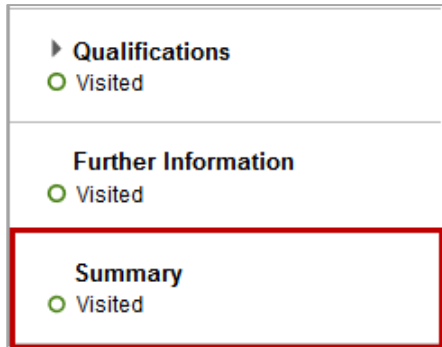


7. A box will display the file that has been uploaded. Click **Save**.



## 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**.

Step	Status	Go to Step
Welcome	Visited	Go to Step
Name	Visited	Go to Step
Addresses	Not Started	Go to Step

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

Step	Status	Go to Step	Errors
Welcome	Visited	Go to Step	
Name	Visited	Go to Step	Please provide a prefix to your name in Name section.
Addresses	Visited	Go to Step	Please provide at least one home address in the Addresses section.
Contact Details	Visited	Go to Step	

Click on **Go to Step** and action accordingly.

Click on **Summary** and the green **Complete** button

## Contact Us

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