



## **Student Managers**

## Uploading a Signed Confidentiality Agreement

- **1.** Scan signed confidentiality agreement and have the electronic form readily available to upload from your desktop or designated electronic folder.
- 2. Open Workday and type the student's name in search box to find their profile.

	S
Categories	Search Results 2 items
Common	Common
Expenses	Sam Student
Organizations	Upward Bound-Summer Residential Staff   Upward Bound (Student) Employee
People	

- **3.** Click the student's name to open their profile.
- 4. Click on Personal on the left sidebar > Click Add



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		Drop mes n
5.	Drag and drop or click select files and attach scanned copy of confidentiality agreement.	or

**6.** Select Non-Disclosure Agreement & type in the Comments box - Department, Timeframe (fall, spring, summer) and Year when the studer t signs the agreement.

	S Student Upward Boun	d.pdf	
DF	Document Category *	search 🗮	
	Comment		S Student Upward Bound.pdf
		Non-Disclosure Agreement	Document Category * × Non-Disclosure Agreement
Jpload		Resignation	
		Termination	Comment Upward Bound Summer 2019

A confirmation screen shows that the signed agreement has been successfully uploaded. You're Done!

Add Worker Document Sam Student Actions								
You have successfully completed this task.								
Add								
Worker Document	Document Category	Comment	File Money					
S Student Upward Bound.pdf	Non-Disclosure Agreement	Upward Bound Summer 2019	S Student Upward Bound.pdf					
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Updated: 7/9/19