

Cancel Onboarding at another UA System Institution

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This quick reference guide (QRG) provides instructions on how to cancel onboarding at another UA System institution that you will not be attending. A request must be made for each individual institution that you are not attending.

To cancel onboarding at another UA System Institution, complete the following steps.

1. Log into Workday
2. Type **Create Request** the search bar
3. Select the task Create Request

The screenshot shows a search bar with the text 'create request'. Below the search bar, a toggle switch indicates 'Simplified Search is Enabled'. Under the 'Tasks and Reports (1)' filter, the 'Create Request' task is listed and highlighted in blue.

4. Click in Request Type box, Click All and select **Student Support Request**. Click OK

The screenshot shows the 'Create Request' modal. The 'Request Type' dropdown is open, showing 'All' selected. Below it, 'Student Support Request' is highlighted in blue. Other options include 'UAF Honors Application' and 'UAF Term Withdrawal'. 'Cancel' and 'OK' buttons are at the bottom.

5. For the question, "Which institution are you requesting support from?" Select the institution for which you want to cancel the onboarding

The screenshot shows a dropdown menu with the text 'select one' and a downward arrow. Above the dropdown, the text reads: 'Which institution are you requesting support from? If you have more than one institution you need support from please submit separate requests for each campus. (Required)'.

6. Select **Cancel Onboarding** for type of support needed

The screenshot shows a dropdown menu with the text 'Cancel onboarding' selected. Above the dropdown, the text reads: 'Please select the type of support needed. (Required)'. Other options include 'No longer attending this institution' and 'Other'.

7. The bottom box requires a phone number and email address for the institution to contact you if there are any questions

Please provide your phone number and email address so that the institution may contact you if they have questions about your request for support.
(Required)

8. Click the **Submit** button

Submit

Save for Later

Cancel

9. If needing to cancel onboarding for more than one institution, you will need to complete a request for each individual institution