

## Student Onboarding Portal Instructions

Welcome to the Student Onboarding Portal. This portal will walk you through all of the forms and tasks you need to complete before you arrive on campus for Orientation. The portal covers everything from financial aid to housing selection to health forms. Please check the portal on a weekly basis as new forms and tasks will be added until you arrive on campus.

On the left hand side of the screen you will see a number of action items related to becoming a Landmark student. Each of these action items has forms or steps for you to complete. As you complete a task or item and it is approved you will notice that the circle to the left of the action item will fill in. Additionally, at the top of the screen is a progress bar that will let you know your progress in completing the required tasks and forms. If you hover your cursor over a form or task under each action item you can see the status of that form or item.

### The Basics

The **Notifications** section will let you know when forms or task are available as well as if the forms you have submitted have been approved or if they need to be corrected.

The **News** section has articles and important announcements related to your interests as well as information about Landmark.

The **Edit Profile** link at the bottom of the screen will allow you to update your information, add a photo to your profile, and identify the activities and academic programs that interest you.

The **Progress Bar** at the top of the screen lets you know how far along you are towards completing your forms and tasks.

The **Resources** links connect you to important campus departments and resources where you can get questions answered or find additional information.

## Getting Help

We know that you may have questions as you work on the different forms or tasks. There are a number of ways for you to access help within the portal.

You can click on one of the links under the **Resources** section. These links will bring you to the web pages for many campus departments where you can find additional information as well as contact information for the department.

Each task or form has a **Get Help** button at the bottom of the screen. If you have questions about a particular form or task, click that button. A pop-up will appear with additional information as well as an **Email Us** link which will allow you to email the person responsible for that form so that you may ask them questions directly.

Also, contained within most forms or tasks is the contact information for the person on campus who is responsible for that item. Please call or email them with questions. They're happy to help.

If you still have questions or need assistance please contact Student Affairs at [campuslife@landmark.edu](mailto:campuslife@landmark.edu) or at 802-387-6714. We're happy to answer any questions that you may have.

## Action Items

**Action Items** are forms and tasks that you must complete prior to your arrival on campus. Each action item may contain multiple forms or tasks. When you click on an Action Item you will see the various forms and tasks that need your attention. As you complete and submit an item the bullet next to that item will change from grey to blue.

The **Notifications** section will let you know when your forms have been approved. This typically happens within two business days. Keep an eye on this section to make sure that any form you submit has been approved.

When you are working on forms or tasks under each action item make sure that you read the instructions at the top of the page. These will explain what you must do to complete the form or task.

**IMPORTANT:** When you are submitting a form you must save the form by clicking the **save** button at the top and then click the **done** button at the bottom of the form. Your form will not be submitted until you click on the **done** button.

The different Action Items are:

**Admissions:** This contains the portal terms and conditions form. ***You must complete this form before you can work on any other forms or tasks.***

**Financial Aid & Billing:** Any Financial Aid forms can be found in this section along with billing information, online payment information (Quickpay), and the information about the campus debit card.

**Health Services:** This section contains forms about your health and immunization history and the physical examination. These forms must be filled in by your health care provider. You can print out copies for your health care provider to complete and then upload them to the portal as a jpeg or pdf. Information regarding health insurance coverage can also be found in this section.

**Housing & Dining:** This is where you will find instructions about how to apply for on-campus housing, information about signing up for a meal plan, the dietary needs form, and instructions for signing up for our campus emergency notification system.

**Registration & Releases:** This section contains the FERPA Release as well as the General Release. It will also contain information about your academic placement and how to register for classes.

**Technology:** This is where you will find information about our laptop program and the software we provide students.

We hope that the onboarding portal will help you complete the steps necessary for becoming a Landmark student, allow you to become familiar with campus offices and services and get quick answers to any questions you may have.

We hope you find this an easy process. If you have any questions feel free to contact us at [campuslife@landmark.edu](mailto:campuslife@landmark.edu) or at 802-387-6714.