

## EXECUTIVE MBA CLASS OF 2020 ONBOARDING CHECKLIST

DUE DATE	ASSIGNMENTS	CONTACT PERSON	COMMENTS	<input checked="" type="checkbox"/>
June 1, 2018 (or as soon as possible)	Set Up Rice Email	<a href="mailto:helpdesk@rice.edu">helpdesk@rice.edu</a>	You should have received an email from helpdesk@rice.edu with your NETID, Student ID number, and instructions on how to set up your Rice Email.	
	Complete Onboarding Survey	<a href="mailto:SPO@rice.edu">SPO@rice.edu</a>	Please use the following link to complete your <a href="#">Onboarding Survey</a> .	
	Complete Parking Registration Form	<a href="mailto:parking@rice.edu">parking@rice.edu</a>	Please use the following link to complete your <a href="#">Parking Registration Form</a> .	
	Read through Onboarding Guide	<a href="mailto:SPO@rice.edu">SPO@rice.edu</a>	Please find the <a href="#">Onboarding Guide</a> on the Class of 2020 Onboarding Site.	
Ongoing	Rice MBA Quantitative Skills Toolkit	<a href="mailto:SPO@rice.edu">SPO@rice.edu</a>	<a href="#">MBA Quantitative Skills Toolkit</a> is a resource focused on preparing students to engage in quantitative reasoning across the disciplines during the MBA program. The resource represents a carefully assembled collection of references to external sources (tutorials, videos, etc.) which will help students refresh their basic math and statistics knowledge, as well as insure their Excel skills are adequate to hit the ground running in all of their courses. <b>Will be available June 18.</b>	
June 18	Clear all Registration Holds	<a href="mailto:jgsbregistrar@rice.edu">jgsbregistrar@rice.edu</a>	<a href="#">ESTHER</a> login instructions and pin number were emailed to you after you paid your deposit. Before your registration can be completed, you must clear all of your student holds (Emergency Notification, Address Verification, Honor Code, Student Health Services). Instructions on how to clear the holds can be found <a href="#">here</a> .	
	Photo Waiver	<a href="mailto:SPO@rice.edu">SPO@rice.edu</a>	Please sign the <a href="#">photo waiver</a> so that we can include your photo in the Rice Business Student Directory.	

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June 28	Join us for the Executive MBA Summer Social	<a href="mailto:SPO@rice.edu">SPO@rice.edu</a>	This will be a great chance to meet many of your new classmates and learn a little about campus. Please <a href="#">RSVP</a> if you plan to attend.	
July 16	Hogan Personality Assessment	Kari Mullen <a href="mailto:Kari.a.mullen@rice.edu">Kari.a.mullen@rice.edu</a>	The link to access the assessment, login credentials, and instructions will be provided in an email that will be sent on June 25 from <a href="mailto:support@hoganassessments.com">support@hoganassessments.com</a> to your Rice email account.	
July 21	Laptop Configuration	<a href="mailto:helpdesk@rice.edu">helpdesk@rice.edu</a>	Information regarding the Laptop Configuration and software download is posted on <a href="#">Canvas</a> . You must log-in using your NetID and password. Please follow the steps provided on the home screen to configure your laptop to access the Jones School resources.	
First day of Executive Forum	Course Prep/Launch Reading	<a href="mailto:jgsbregistrar@rice.edu">jgsbregistrar@rice.edu</a>	You will have several cases to read prior to the start of Launch. Please find the assignments posted on <a href="#">canvas</a> on your course sites. Log in using your NetID and password.	
	Health Insurance Waiver/Applications	<a href="mailto:studentinsurance@rice.edu">studentinsurance@rice.edu</a>	ALL students are required to either waive the Health Insurance offered by Rice or purchase the <a href="#">Rice Health Insurance Plan</a> .	