

PROFESSIONAL MBA CLASS OF 2020 ONBOARDING CHECKLIST

DUE DATE	ASSIGNMENTS	CONTACT PERSON	COMMENTS	<input checked="" type="checkbox"/>
June 1, 2018	Set Up Rice Email	helpdesk@rice.edu	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	SPO@rice.edu	Please use the following link to complete your Onboarding Survey .	
	Complete Parking Registration Form	parking@rice.edu	Please use the following link to complete your Parking Registration Form .	
	Read through Onboarding Guide	SPO@rice.edu	Please find the Onboarding Guide on the Class of 2020 Onboarding Site.	
Ongoing	Rice MBA Quantitative Skills Toolkit	SPO@rice.edu	MBA Quantitative Skills Toolkit 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. Will be available on June 18.	
June 18	Clear all Registration Holds	jgsbregistrar@rice.edu	ESTHER 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 here .	
	Photo Waiver	SPO@rice.edu	Please sign the photo waiver so that we can include your photo in the Rice Business Student Directory.	

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June 21	Join us for the Professional MBA Summer Social	SPO@rice.edu	This will be a great chance to meet many of your new classmates and learn a little about campus. Please RSVP if you plan to attend.	
July 6	Hogan Personality Assessment	Kari Mullen Kari.a.mullen@rice.edu	The link to access the assessment, login credentials, and instructions will be provided in an email that will be sent on June 25 from support@hoganassessments.com to your Rice email account.	
July 13	Career Leader Assessment	Tamara Clarkson Tc41@rice.edu	<ol style="list-style-type: none"> 1. Visit: https://www.careerleader.com/sign-in.html and follow the onscreen prompts on the page. 2. Utilize your long Rice email address (not NetID) and password to login. 3. Returning users can re-access their dashboard to review their results. For troubleshooting, contact help@careerleader.com. 	
July 14	Laptop Configuration	helpdesk@rice.edu	Information regarding the Laptop Configuration and software download is posted on Canvas . 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 Launch	Course Prep/Launch Reading	jgsbregistrar@rice.edu	You will have several cases to read prior to the start of Launch. Please find the assignments posted on canvas on your course sites. Log in using your NetID and password.	
	Health Insurance Waiver/Applications	studentinsurance@rice.edu	ALL students are required to either waive the Health Insurance offered by Rice or purchase the Rice Health Insurance Plan .	