

## EXECUTIVE MBA CLASS OF 2023 ONBOARDING CHECKLIST

DUE DATE	ASSIGNMENTS	CONTACT PERSON	COMMENTS	<input checked="" type="checkbox"/>
June 7	Set Up Rice Email	<a href="mailto:helpdesk@rice.edu">helpdesk@rice.edu</a>	Up to five business days after paying your deposit, 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 sign into <a href="#">Canvas</a> to complete your Onboarding Survey.	
	Read through Onboarding Website	<a href="mailto:SPO@rice.edu">SPO@rice.edu</a>	Please find the <a href="#">Onboarding website</a> for the Class of 2023.	
June 25	Clear all Registration Holds	<a href="mailto:jgsbregistrar@rice.edu">jgsbregistrar@rice.edu</a>	<a href="#">ESTHER</a> login instructions were emailed to you after you paid your deposit. Before your registration can be completed, you must clear all of your student holds (Rice Alert, Address Verification, Student Handbook Affirmation, Financial Responsibility Agreement, and Student Health Services). Instructions on how to clear the holds can be found <a href="#">here</a> .	
	Media Waivers	<a href="mailto:SPO@rice.edu">SPO@rice.edu</a>	Please sign both media waivers so that we can include your information in the Rice Business Student Directory. You can sign them when you login to <a href="#">Canvas</a> .	
	Recording Consent Form	<a href="mailto:SPO@Rice.edu">SPO@Rice.edu</a>	We ask that you complete this waiver form, which relates to recordings that may be created during your time as a Rice Business student. <b>NOTE:</b> This waiver is not a guarantee or promise of any particular availability of dual-delivery or remote access to courses. The default expectation for 2021-22 is to deliver courses with students in person, in classrooms, on campus.	

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July 2	Complete Parking Registration Form	<a href="mailto:parking@rice.edu">parking@rice.edu</a>	<a href="#">Please</a> use the following link to complete your <a href="#">Parking Registration Form</a> .	
July 12	NameCoach	<a href="mailto:SPO@rice.edu">SPO@rice.edu</a>	Rice has partnered with <a href="#">NameCoach</a> to allow you to record your name inside of ESTHER, and that recording can be used to assist your instructors and others at Rice (e.g., during class and at commencement) in how to pronounce your name.	
July 26	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. <b>Available starting June 30.</b>	
	Hogan Personality Assessment	Kelcie Johnson <a href="mailto:Kelcie.Johnson@rice.edu">Kelcie.Johnson@rice.edu</a>	The link to access the assessment, login credentials, and instructions will be provided in an email that will be sent in June from <a href="mailto:support@hoganassessments.com">support@hoganassessments.com</a> to your Rice email account.	
August 2	Course Prep/Executive Forum Reading	<a href="mailto:jgsbregistrar@rice.edu">jgsbregistrar@rice.edu</a>	You will have several cases to read prior to the start of Executive Forum. Please find the assignments posted on <a href="#">Canvas</a> on your course sites. Log in using your NetID and password.	
August 27	Health Insurance Waiver/Applications	<a href="mailto:studentinsurance@rice.edu">studentinsurance@rice.edu</a>	ALL students are required to either <a href="#">waive the health insurance</a> offered by Rice or purchase the <a href="#">Rice Health Insurance Plan</a> . <b>Available to register starting July 1.</b>	