

# Courtesy Onboarding Walk Through: External Candidate Perspective

This guide will detail the steps external Courtesy Appointment candidates will take to complete their Courtesy onboarding process.

**NOTE:** Please gather a Photo ID and any other documents your department may need prior to starting your Courtesy Onboarding process.

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## Courtesy Candidate Receives Invitation

1. Locate the email from [FSUonboarding@fsu.edu](mailto:FSUonboarding@fsu.edu). Please note, that this email may be sorted in your *junk or spam folder*. If you do not receive this email, please contact your department representative.
  - a. New Courtesy Appointment candidates will receive an email welcoming them to FSU and inviting them to log in to the onboarding portal to complete the electronic onboarding process.

FSUonboard@fsu.edu  
to me

8:31 AM (5 minutes ago)

**Reggie Renegade,**

Congratulations on your courtesy appointment! We look forward to your contributions to our university community.

Department	Job Title	Anticipated Start Date	Invitation ID
President's Office	Volunteer_OPS Courtesy	06/28/2022	0000031203

Your appointment is contingent on your successful completion of our electronic onboarding process. The new courtesy appointment process may include a background check, employment paperwork, and other pre-employment requirements. You should begin your onboarding process immediately.

"If you've recently navigated to other FSU portals, such as Student Central or Canvas, please [clear your browser cache](#) before beginning your onboarding session."

Allow approximately 10 minutes for completion. If needed, gather necessary information before you start, such as Transcripts and Curriculum Vitae. Get started by clicking on the applicable link below.

The process does not have to be completed in a single session. You may log in multiple times using your user name and password to complete the process. If there is a break in your input, fully completed pages will be automatically saved. When you log in for your next session, you can return to where you left off and continue. This invitation link expires in 21 days.

With a courtesy appointment, you are not required to report your government issued social security number. However, if your own social security number is not provided, you will be assigned a placeholder called a "Temporary ID." Once you have received this number, please retain your Temporary ID as you will need it to access FSU systems.

**Onboarding Portal:**  
New Users: [Click Here](#) to create a username and password.  
Returning Onboarding Users: [Click Here](#) to access the portal with your previous Onboarding credentials. (Note: if you reset your credentials, you must return to this email and click the "Returning Onboarding Users" link to log in.)

Should you have any questions or problems, please contact your department representative.

If you need technical assistance with the onboarding process, please contact the Office of Human Resources at 850-644-6034 or [HR\\_Onboarding@fsu.edu](mailto:HR_Onboarding@fsu.edu).


If you need to request a reasonable accommodation at any time during the application, selection, or hiring process, please contact the Equity, Diversity & Inclusion Office at 850-645-1458 or [EDI@fsu.edu](mailto:EDI@fsu.edu).

Thank you.

Office of Human Resources  
Florida State University  
(850) 644-6034

## 2. Set up User ID

- a. **New Users** will receive an email with a link to the User Registration Page. Please create your User ID and Password in compliance with the password rules.
  - i. User IDs will need to be **all capital letters**.
  - ii. If you have more than one invitation pending, you may use the **Returning User** link in your onboarding email to log in to your invitations. You do not have to create multiple User IDs for different invitations.



### Create an Account

**Reggie Renegade**

Please create a User ID and password.

After registering, you will be prompted to confirm your account by logging in and creating challenge questions.

If you need to request a reasonable accommodation at any time during the application, selection, or hiring process, please contact the Equity, Diversity & Inclusion Office at (850) 645-1458 or EDI@fsu.edu.

1 Create an Account

User ID:

**User ID is available. Please continue with Self Registration.**

Password:

Confirm Password:

**Password Rules:**

- Password must be at least 8 characters in length.
- Password must contain 1 upper and 1 lower case alphabetic character (e.g. A-Z, a-z).
- Password must have at least 1 numerical character (e.g. 0-9).
- Password must have at least 1 special character (e.g. ~ ! @ # \$ % ^ & \* ( ) - \_ + =).
- Password can't be same as User ID.
- Password can't be same as Email ID.

[Register now](#)

Once registered, you will receive a successful registration confirmation email, as well as a message on the self-registration page.

✔ You have successfully created a username and password. Click OK to log in, set up your challenge questions, and complete the Onboarding process.

OK

### 3. Log in to your Onboarding Invitation

- a. You will be automatically redirected to the login page where you will enter your newly created login information.



Welcome to Smart Onboarding™

User Name must be entered in ALL CAPS

Password

Log In

[Forgot Password](#) | [Forgot Username](#) | [Forgot Answers](#)

4. Create Challenge Questions

- a. The system will then prompt you to create security questions that will be used to verify your identity for future logins.

**Note:** You can select a question from the drop-down or create your own security question by selecting the “*Enter your own question*” option.

### Set up Challenge Questions

Name: Reggie Renegade

As a security measure, you must set up answers to three security questions. You may choose different questions from the bank by using the drop-down menus below.

Please make note of these answers, as you will be required to provide them each time you log into the Onboarding portal.

*Question:	What is the first and last name of your oldest nephew? ▼
Answer:	<input type="text"/>
Hint:	<input type="text"/>
*Question:	What is the name of the city your mother was born in? ▼
Answer:	<input type="text"/>
Hint:	<input type="text"/>
*Question:	What is the name of the city your father was born in? ▼
Answer:	<input type="text"/>
Hint:	<input type="text"/>

5. Once in the portal, the home page includes a Welcome to FSU message and several features for the portal. To start the process, click **Get Started**.

The screenshot shows the 'WELCOME TO FLORIDA STATE UNIVERSITY!' page. On the left is a large image of the FSU building. To its right is a profile for 'Reggie Renegade', a volunteer with an anticipated start date of 06/28/2022. The main content area contains a 'Welcome to Florida State!' message from Renisha Gibbs, Associate Vice President, explaining the onboarding process and providing contact information for accommodations and technical assistance. A 'GET STARTED >' button is located below the message. On the right side, there is a portrait of Renisha Gibbs and three navigation buttons: 'Human Resources', 'Getting Around', and 'FSU Mobile App'.

6. Complete the Electronic Disclosure page by attesting the information you are providing is true and complete. Please understand that your e-signature is legally binding.

**Electronic Disclosure**

Please read the following statement carefully.

By entering information included in this electronic onboarding process, I attest that the information provided and any accompanying documentation is true and complete. I understand that any false or misleading information or omissions may disqualify me from a position or employment with Florida State University and may be grounds for disciplinary action, up to and including dismissal, even if discovered at a later date.

I understand that electronic signatures are legally binding. I acknowledge that my electronic signature indicates I have accurately completed the form to the best of my knowledge and reviewed the information, including electronically accessing and reviewing the information contained therein. I consent to the release of any information gathered during this onboarding process as appropriate to Florida State University Human Resources with the understanding that any information entered and included with this process will be used for employee records at Florida State University.

DO NOT E-SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

I understand the terms above, and give my consent to use electronic signatures for my onboarding.

**Electronically Sign**

7. Complete the Appointment Details page by reviewing the appointment details and start date.

### Appointment Details

Congratulations again on your courtesy appointment at FSU!

Your appointment is contingent upon your successful completion of this electronic onboarding process before your start date, which may include a criminal history background check as well as other State and University requirements.

Here is a summary of your offer:

Department Name	President's Office
Position Number	
Job Code	YT00
Class Title (working title)	Volunteer_OPS Courtesy
FTE	
Employee Class	Courtesy
Supervisor	
Tentative Start Date	06/28/2022
Standard Hours	
Salary (hourly or biweekly)	\$ 0.00 /Biweekly
Department Rep Email	

I acknowledge and accept this appointment outlined above.

Electronic Acknowledgement

8. Complete the Candidate Information Page. This is where you can add or edit your personal information. How you insert your information here is how it will be entered into the system.
  - a. You are required to provide a citizenship status; however, no visa, work authorization, or supporting documentation is required.
  - b. As a courtesy appointment, *you are not required to provide your social security number.* However, if no social security number is provided, a placeholder SSN, referred to as a **Temporary ID**, is required. You will need this number to complete the Candidate Information page. Please reach out to your HR Department Representative to have one generated for you. You will also need the Temporary ID to activate your FSU ID later on in the process.
  - c. Florida law protects certain personal information for some employees, like law enforcement officers, and their spouses and children, from public records requests. If you are exempt from public records request per Florida Statutes Chapter 119.07, they will need to select the **Yes** radio button at the bottom of the page. There is a link for additional resources on the page.

## Candidate Information

Please confirm or add the requested information about yourself. Required fields are indicated with an asterisk (\*).

Name

Name Prefix	<input type="text"/>
*First Name	Reggie
Middle Name	<input type="text"/>
*Last Name	Renegade
Name Suffix	<input type="text"/>

Preferred Name (If Different from Legal Name)

First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>

Personal Details

*Gender	Male
*Citizenship Status	1 - U.S. Citizen
*Marital Status	Single
*Date of Birth	<input type="text" value="03/17/XXXX"/> Show

National ID

*SSN:	<input type="text" value="XXXX-1234"/> Show
*Confirm SSN:	<input type="text" value="XXXX-1234"/> Show

Phone Numbers

*Cell Phone	<input type="text" value="001"/> <input type="text"/>
Home Phone	<input type="text" value="001"/> <input type="text"/>
Text Alert	<input type="text" value="001"/> <input type="text"/>

Email

*Email	<input type="text" value="XXXXXXXXXX@gmail.com"/> Show
*Confirm Email	<input type="text"/>

Addresses

*Home Address:	Mailing Address:
1 College Ave Tallahassee, FL 32301 Leon United States <input type="button" value="Edit"/>	<input checked="" type="checkbox"/> Copy from Home Address 1 College Ave Tallahassee, FL 32301 Leon United States <input type="button" value="Edit"/>

Florida law protects certain personal information for some positions, like law enforcement officers and their spouses and children, from public records requests. To determine if an exemption applies to you under Florida Statutes Chapter 119, review [http://www.hr.fsu.edu/PDF/Forms/ExemptionFS119\\_info.pdf](http://www.hr.fsu.edu/PDF/Forms/ExemptionFS119_info.pdf).

Are you exempt from Public Records request per Florida Statutes Chapter 119.07?  Yes  No

Save



9. Complete the Education Page – if you do not have a college degree, please select your highest education level. Anything less than a college degree (A.A. or higher) will cause the Education Details section to grey out and become inactive.

### Education

Highest Education Please indicate your highest level of education obtained:

\*Highest Education Level:

Maiden Name:

(If Applicable)

- **Degree:** Click magnifying glass > select from the list or type your degree in "Quick Filter" box to search > select value.
- **Major:** Click magnifying glass > enter your major in "Quick Filter" box > select value. If no matching value found, close pop-up window and type your major in "Major Description" box.
- **Effective Date:** Click calendar icon to select date degree was conferred.
- **Country and State:** Click magnifying glasses > use "Quick Filter" to search > select values.
- **School Code:** Click magnifying glass, enter school name in "Search by Description" box, and select value. Use "Quick Filter" to refine results if needed. If no matching value found, close pop-up window and type school name in "School Description" box.
- **Graduated and Terminal Degree for Discipline:** Check boxes as applicable.

*Note: High school education details are not collected on this page. Click "Save" to continue.*

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Education Details

\*Education Level:  Degree

Specify your school location and name below:

\*Degree:  Bachelor's Degree

\*Major:

\*Effective Date:

Country:  United States

State:  Florida

School Code:

School Description:

Major Description:

Graduated

Terminal Degree for Discipline

**NOTE:** Only the information included above is required – all other information is optional. This includes degree, major, and effective date.

10. Complete the Self Disclosure Questions – Disclosure is optional. Select the “I decline to Self-Identify” option if you wish to opt out.

**NOTE:** Included in these pages are resources for you to access additional information if needed.

### Voluntary Self-Identification of Ethnicity/Race

To meet the University's obligations as a federal contractor, we request that you complete the following information. This information will only be used for completing the University's Affirmative Action Plan and will not be considered in making any employment decisions. Completion of this information is voluntary and will not affect your employment opportunities with the University. The information is confidential and will be kept separate from your other applicant information.

Do you consider yourself Hispanic/Latino?

Yes  No  I decline to Self-Identify

Please select one or more of the following racial categories to describe yourself:

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

I decline to Self-Identify

**Save**

### Voluntary Self-Identification of Protected Veteran Status

To meet the University's obligations as a federal contractor, we request that you complete the following information. This information will only be used for completing the University's Affirmative Action Plan and will not be considered in making any employment decisions. Completion of this information is voluntary and will not affect your employment opportunities with the University. The information is confidential and will be kept separate from your other applicant information.

I am a protected veteran. (Select all that apply)

Disabled Veteran  
A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or a person who was discharged or released from active duty because of a serviceconnected disability. (If you are a disabled veteran and you would like to request a reasonable accommodation, please contact the Equity, Diversity & Inclusion Office at (850) 645-1458 or EDI@fsu.edu.)

Armed Forces Service Medal Veteran  
A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).

Active Duty Wartime or Campaign Badge Veteran  
A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

Recently Separated Veteran  
A veteran during the three year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

I am not a protected veteran, but I am a veteran.

I am not a veteran.

I decline to Self-Identify.

**Save**

**Voluntary Self-Identification of Disability**

Form CC-305

OMB Control Number 1250-0005

Expires 04/30/2026

Name: Reggie Renegade

Date: 06/22/2023

**Why are you being asked to complete this form?**

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress toward this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**How do you know if you have a disability?**

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

**Please check one of the boxes below:**

- Yes, I have a disability, or have had one in the past
- No, I do not have a disability and have not had one in the past
- I do not want to answer

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

**Reasonable Accommodation Notice**

Federal law requires employers to provide reasonable accommodations to qualified individuals with disabilities. Please tell us if you require a reasonable employment accommodation to apply for a job or to perform your job. To request a reasonable accommodation, please contact the HR-EDI Office at (850) 644-7950 or [mbdouglas@fsu.edu](mailto:mbdouglas@fsu.edu).

Revised 06/10/2023

11. Complete the Emergency Contact page: only one emergency contact is required.

### Emergency Contacts

Contact 1			
*First Name	<input type="text"/>	*Last Name	<input type="text"/>
*Relationship	<input type="text"/>		
*Primary Phone	<input type="text"/>	*Phone Type	<input type="text"/>
Alternative Phone	<input type="text"/>	Phone Type	<input type="text"/>
Contact 2			
First Name	<input type="text"/>	Last Name	<input type="text"/>
Relationship	<input type="text"/>		
Primary Phone	<input type="text"/>	Phone Type	<input type="text"/>
Alternative Phone	<input type="text"/>	Phone Type	<input type="text"/>

## 12. Complete the Background Check Page.

**NOTE:** A background check will only need to be conducted if your appointment requires one. This is determined by the assigned responsibilities within your role and your level of system access.

- The top portion gives you information on University policy regarding background check and driver's license verification (if needed for the appointment).
  - There are links for you to seek out additional resources and read the policies in more detail.
- The second section will ask you questions about your criminal history.

### Background Check

To provide a safe and secure environment for all students, faculty, staff, and visitors, all final candidates for employment (including current employees undergoing internal movement) with Florida State University may be subject to pre-appointment criminal history background checks in accordance with [University Policy 4-OP-C-7-B11](#). If this position requires a valid driver's license, validity will be verified with the Florida Department of Motor Vehicles as authorized and in accordance with [University Policy 4-OP-C-7-G8](#).

The existence or disclosure of criminal history will not automatically bar you from employment; however, false statements and/or omissions on this application may be grounds for disqualification. All answers concerning your criminal history are confidential and accessible only by designated Human Resources personnel.

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*If you have already answered the Criminal History Disclosure questions on this job posting's application, your answers have been automatically populated below. If populated, your given answers will be reviewed appropriately.*

Have you ever had a felony offense which resulted in a 1) guilty conviction, 2) adjudication of guilt withheld, or 3) plea of nolo contendere? If "Yes", please detail each offense (including charge, level, degree, date, location, case outcome, etc.) in the field below.  Yes  No

Have you ever had a misdemeanor offense which resulted in a 1) guilty conviction, 2) adjudication of guilt withheld, or 3) plea of nolo contendere? If "Yes", please detail each offense (including charge, level, degree, date, location, case outcome, etc.) in the field below.  Yes  No

Have you been convicted of a felony for the sale of or trafficking in or conspiracy to sell or traffic in a controlled substance committed on or after October 1, 1990, as defined in Chapter 893, F.S.?  Yes  No

**Save**

13. On the next page, confirm that the information provided on the previous background check page is correct.

**Submit for Background Check**

If required, the information you have provided will be used to conduct a background check for your appointment. The information provided may not be changed after submission, please verify prior to submitting.

I confirm I have verified all information provided and understand that this information may be used to conduct a background check.

**Submit**

#### 14. *Employment of Relatives*

In this step, you will indicate whether you have any relatives working at FSU. You do **not** need to evaluate whether the relationship is aligned with FSU's policy – your supervisor/advisor/camp counselor will evaluate the appointment and approve if appropriate.

**Employment of Relatives**

Under the University's Employment of Relatives (Nepotism) Policy, relatives [defined as individuals related to each other in one of the following ways, whether by blood, adoption, marriage (in-laws/step), or other legal action: spouses; parents; grandparents; children; grandchildren; siblings; aunts/uncles; nieces/nephews or other persons residing in the same household, including but not limited to domestic partners] may not be employed in positions where they will report, directly or indirectly, to each other. Deans, Directors, Department Heads and Principal Investigators (PI) are responsible for ensuring that employees in their units do not control the scheduling, timekeeping, performance evaluations, disciplinary actions, reporting effort, verification of research progress or other work performance, employment, or payroll functions for their relatives. Additionally, personnel appointments on a sponsored research account are restricted to persons who are not relatives of the Principal Investigator (PI).

Do you have relatives working at FSU?

**No** I do not have relatives employed at Florida State University and understand that if this changes during the course of my employment, I have a responsibility to report any potential violations of the Employment of Relatives (Nepotism) policy or conflicts of interest to my supervisor.

**Yes** I have relatives employed at Florida State University. I understand that further evaluation and approval is required. My offer of employment is contingent on such approval. If any change in my employment results in a violation of the Employment of Relatives (Nepotism) policy, it is my responsibility to report to my supervisor.

**Save**

15. Confirm your appointment information by electronically acknowledging that the information is complete and accurate.

**NOTE:** Once acknowledged, you CANNOT edit any submitted information.

### Confirm Appointment Information

The information you have provided in this section will be used to conduct required reviews/approvals for Employment of Relatives (Nepotism) policy exception. The information provided in this section may not be changed after submission. Please confirm that it is complete and accurate prior to submitting.

I confirm that I have verified all information provided on the previous tabs in the Appointment Information section. I understand that this information will be used to conduct required reviews/approvals.

**Electronic Acknowledgement**

16. Review and acknowledge the policies listed in the memorandum of understanding.

**NOTE:** The *Memorandum of Understanding (Courtesy)* contains multiple policies that may impact you. Please click through the links in each tab to review the individual policies. However, you *are not* required to review all the policies in one sitting, it can be downloaded to review later.

### Memorandum of Understanding - Courtesy

Updated 10/12/2022

I acknowledge receipt and review of the following University policies and statements:

[Discrimination and Sexual Misconduct Policies 4-OP-C-7-13 Equal Opportunity and Compliance \(EOC\):](#)

- Anti-Sexual Misconduct Policy
- Title IX Statement
- Non-Discrimination Policy 4-OP-C-7-13 [Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy and Procedures](#)
- Americans with Disabilities Act (ADA) Policy 4-OP-C-7-11 [AMERICANS WITH DISABILITIES ACT.](#)

[Workers? Compensation 4-OP-G-10 Insurance, Risk Management and Workers:](#)

I have read the Florida State University rules relative to workers? compensation and understand that all injuries must be reported immediately to my supervisor. I am to obtain authorization from Amerisys should I require any medical treatment unless the need for treatment is an emergency at which time 911 will be called immediately and Amerisys notified. All absences from work must be documented by an authorized physician and I must provide written documentation to my supervisor/department following each medical treatment. Where applicable, my department will work to provide light duty options. I must keep all medical appointments and obtain full duty clearance before returning to my normally scheduled job duties. If I am injured at work or become aware of a workers? compensation injury or illness, I have 30 days in which to report my injury or illness to my employer. Failure to report my injury within 30 days may jeopardize my claim. I have two years from the date of my injury or illness to file a claim for workers? compensation benefits. Failure to report my injury or illness within 30 days may be used as a defense against my claim regardless of the two-year statute of limitations for filing a claim. My eligibility for benefits may also be eliminated one year from the date I last received a wage replacement check or approved medical treatment.

I acknowledge receipt of the Workers? Compensation Information for Florida Workers

[Protection of Protected or Private Information 4-OP-H-5 Information Security Policy and 4-OP-H-12 Information Privacy Policy.](#)

I agree to protect the confidentiality, privacy, and security of patient, student, staff, business, and other information classified as ?Protected? or ?Private? under the guidelines for information classification by the University in any form (spoken, paper, electronic). As an FSU employee or volunteer, I may be given or have access through a variety of platforms to Protected or Private information of employees, customers, custodians, students, parents, patient accounts, and/or other affiliations with the University. I will follow federal and state statutes and regulations, FSU policies, procedures, and other privacy and security requirements. I affirm that I will receive and hold all Protected or Private information as highly confidential and hereby affirm that I will not discuss, use, copy, photograph, electronically scan, text, publish, or disclose Protected or Private information for purposes outside of my legitimate scope of work. Any materials or electronic documents containing Protected or Private information must be immediately returned to the University if instructed or upon separation or transfer to a position which does not require access to the same information.

17. Complete the Supplemental Document step. The supplemental documents page provides candidates the opportunity to upload a variety of document types.
- To ensure your identity, a Photo ID Document Type is required. A valid Photo ID must be uploaded.
  - If additional supplemental documents are required by the department, upload them here.
  - Once your Document Type- Photo ID and any department-required documents are uploaded, click **Save and Submit**.



### Supplemental Documents


**To ensure your identity, a Photo ID Document Type is required.**

Additional supplemental documents may be required to verify your eligibility for the appointment. If you have been notified by Human Resources or your hiring department that additional supplemental documents are required for your appointment, such as a license or certification, please upload the documentation below. Please note that candidates being appointed into a teaching Faculty position must provide original official transcripts to the hiring department. Transcripts uploaded on this page are not considered to meet the official requirement. If you have questions, please contact your hiring department representative.

Click, **Save and Submit** to proceed to the next step.

Candidate Documents

Document Type	Attached File
Photo ID	 Upload <span>Florida_ID.jpg</span> <a href="#">View</a> 

 Add

**Save and Submit**




## 18. Submit your information to HR.

- a. The Submit to HR tab allows you to review all non-confidential information provided and download a copy of the signed forms.
- b. When you have reviewed all the submitted information, please click the **Submit to HR for Review** button.
- c. If any of the information is incorrect, please contact central HR or your department representative to get your paperwork restarted. Restarting your paperwork will not require you to reinsert all your information – you will just be required to reverify and update any incorrect information.

Employee Details			
Personal Info	Applicant ID	729811	
	Candidate ID	0000031203	
	Name	Reggie Renegade	
	Gender	Male	
	Marital Status	Single	
	Date of Birth	01/01/XXXX	Show
	SSN	XXX-XX--	Show
		<input type="checkbox"/> Applied for SSN	
	Citizenship Status	Natural Citizen	
	FL Statute 119	No	
Phone Numbers	Cell Phone	XXXXXXXX-6846 Show	
Email Address	XXXXXXXXXXXXXXXX@gmail.com	Show	
Home Address	1 College Ave Tallahassee, FL 32301 Leon United States		
Mailing Address	1 College Ave Tallahassee, FL 32301 Leon United States		

19. Acknowledge the final page of your onboarding process. Check the acknowledgment box and click the **Electronic Acknowledgement** button.

Resources



There are no more tasks for you in this portal, please acknowledge below.  
If you have any questions about your employment, please contact Human Resources at (850)644-6846  
or email [HR-CourtesyDocs@fsu.edu](mailto:HR-CourtesyDocs@fsu.edu).

More information and other resources can be found at the [Courtesy Appointment website](#).

I acknowledge that I have read and understood the materials above.

**Electronic Acknowledgement**

**You have successfully completed the Onboarding Process**

Questions on this procedure? Contact the [HR-Courtesy Docs](#) email.