



# Online university simplifies and speeds up student onboarding process with SharePoint onboarding solution

## Client Business Description

Our client is one of its kind, non-profit, American accredited online university. With the core mission to allowing access to higher education globally, the university extends help to qualified high school graduates to acquire academic skills in various streams. The University offers associate and bachelor's degree programs in business administration, computer science, and health science as well as master's degree programs in business administration and education. To date, it has over 10,000 students enrolled from more than 100 countries and territories across the globe.



## Situation

The University opened admissions for new students at different times every year and did up-gradation for exiting students from current to new or advanced courses. So, the registrar office was always full of work and manual documents. During the high-volume time- the admin office always went through this **crisis of document sharing, approval, verification, collection, and storage.**

Another major challenge shared by the educational institute was to keep a **low student's attrition rate** and give them a better and quick onboarding experience.

There were **multiple departments who needed to work in sync** to get successful onboarding of students like registrar office was responsible to fill and share documents and student and course details, accounts to deposit fees, admin to get student ID and access cards in place, share library and other lab access details, share course material details and other miscellaneous information, etc.

Also, it was important to **maintain the database** of new, existing and exited students updated and **properly secured.**

## Our Solution

The university was already using SharePoint and office 365 licenses but was not able to leverage the full potential of the same. They came across **Beyond Intranet's SharePoint based Employee onboarding and offboarding add-in** as it was easily available on Microsoft AppSource. They downloaded the Enterprise version of the add-in which could help with following key functionalities for the university admission wing:



Customizable Student onboarding and offboarding forms templates were available.



The registrar could onboard or offboard specific students and create tasks to be assigned to various departments and employees.



Documents related to student verification, admission formalities, and certificates were uploaded in the central repository of the SharePoint list thus managing all crucial documents.



The registrar and the key admin people could easily get a common platform to track all pending and overdue tasks.



Automated email notifications were sent to employees who had overdue tasks to remind them about completing and closing them.



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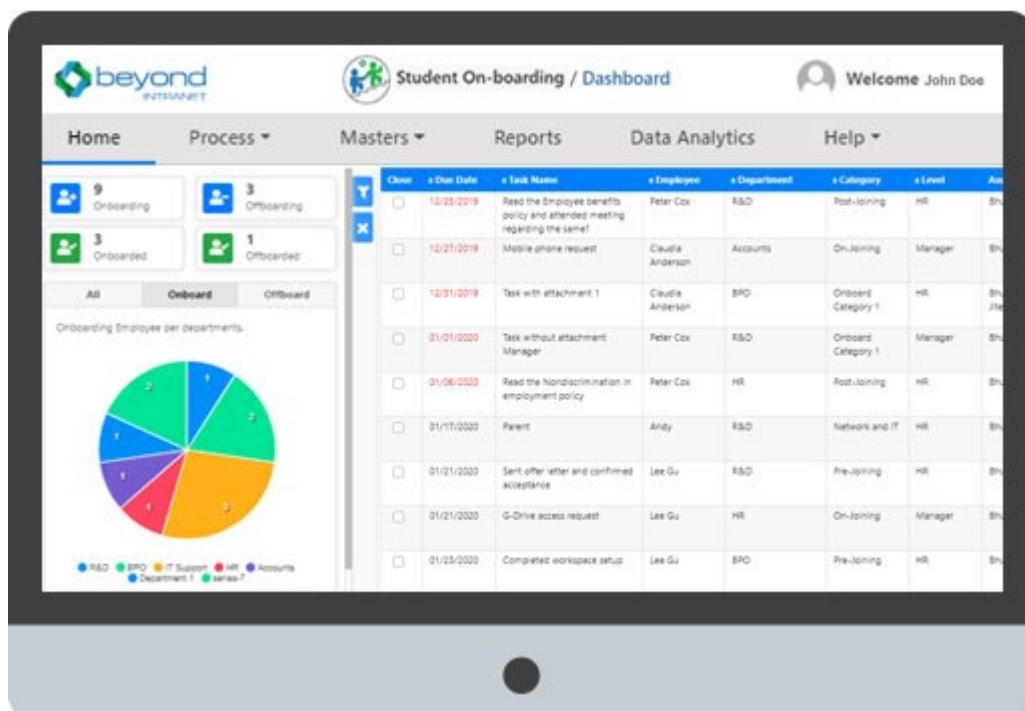


## Results

The university register department asked all its staffers involved in admission and onboarding/ offboarding process of students to use Beyond Intranet's Employee onboarding add-in. Since the plugin was ready-to-use and it was feasible to add as many numbers of users, the client simply loved it. The interface was also very intuitive and easy to use.

- **Highly secured document management system** for all new and existing students
- **Reduced paperwork** in managing student's data and documents
- Reduce student processing costs by almost 35%
- Overall **Saved on time and improved cost-efficiency**
- Ensure compliance requirements
- Get students integrated into the culture as quickly as possible
- Easily track pending and overdue task and figure out departments who are facing difficulty in the timely closing of tasks
- **50% Increase** in overall student retention
- Easy view of the list of students onboard and offboarded month and date wise
- Gain visibility over the student onboarding process
- **Increased efficiency** with the custom workflow
- New students are assisted in feeling welcome and comfortable in their new surroundings

## Landing Page



## Edit Onboarding Student

**Edit Onboarding Student**

**Basic Information** | **Tasks**

Employee Name *	Employee Number	Position	Department
James	14	Designer	BPO
Employee Type	Date Of Joining *	Personal Email	Contact Number
Contractual	02/04/2020	James@gmail.com	652146984
Alternate Contact Number	Present Employer	Location	Recruiter's Name
362514	Cognizant Technology Soluti	Bengaluru	Staffing Agency
Onboard Start Date *	Manager *	Remarks	
02/11/2020	Bhupendra Singh	Enter text here...	

Attachments ⓘ

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