

ONBOARDING CHECKLIST



Complete summer reading

Activate VTS email account

Login to Blackbaud using VTS email address

Complete student worship participation form

Complete student survey

Complete housing agreement form, if on-campus

Complete pet addendum form, if applicable

Provide proof of renter's insurance (apartments)

Complete VTS ID application form

Upload photo to your profile on Blackbaud/HUB

Complete Praesidium Modules for Prevention of Sexual Misconduct

Complete Background Check

Sign Living and Learning at VTS forms

Submit health insurance verification form

Provide emergency contact information in Blackbaud

Complete Photo Release Form

Complete ACH form