Instructions for Accessing myWSU to Complete COVID-19 Employee Attestation:
1. Log into [my.wsu.edu](http://my.wsu.edu) using your WSU Username and Password. If you have difficulty logging into myWSU, click “need help signing in?” below the blue “Sign In” button. [Multi-Factor Authentication (MFA)](http://multi-factor-authentication.wsu.edu) will likely be required. For assistance accessing myWSU, please contact the ITS Crimson Service Desk at 509-335-4357 or helpdesk@wsu.edu.

![Web Browser](image1.png)

![Mobile](image2.png)
2. Once logged into the myWSU, employee portal, you will find a **COVID-19 Attestation “TILE” on the dashboard homepage.** For most users, the tile will appear in the upper left corner of the page. Click on the tile to begin the attestation.
NOTE – Users will need to confirm they are on the correct “Homepage” in order to locate the attestation tile. Users who previously were students may be defaulted to the “Student,” “Applicant” or “Graduate School” homepage. Navigate to the “Homepage” by selecting the dropdown, as shown below:
3. Once you have selected the **COVID-19 Employee Attestation** tile, review the attestation statement and select the appropriate responses at the bottom of the page. Once you have selected a response, click “Submit.”
Upon completion of the attestation, users will be returned to the myWSU homepage. Selecting the COVID-19 Employee Attestation tile after having completed the attestation for the day will take users to a history of their previously completed attestations.
If you have questions about the COVID-19 Employee Attestation, please refer to the COVID-19 Employee Attestation FAQ, the WSU Employee Return to Work Guide, or contact Human Resource Services at 509-335-4521, or hrs@wsu.edu.