Instructions for Accessing myWSU for COVID-19 Attestation Reporting:

Updated 6/24/2020
1. Log into 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) 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

Mobile
2. Once logged into the myWSU, employee portal, Employees designated as supervisors will find a Supervisor Attestation Report “Tile” on the dashboard homepage. Click on the tile to enter the Attestation Report.

![Dashboard screenshot with Supervisor Attestation Report tile highlighted](image-url)
NOTE – Users may need to confirm they are on the correct “Homepage” in order to locate the report 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 Supervisor Attestation Report tile, you will be taken to a report showing all employees designated as reporting through your supervisory organization (WD Sup/Org).** Supervisors should review data to ensure all employees reporting to a WSU work location have completed the report. Employees who have completed the attestation will be noted with “Completed – Yes”

**Departments/ Areas have been asked to identify individuals who will have administrative access to attestation reports. These administrators will have access to records for all employees reporting through their specified department/ area.**
Note – Supervisor can sort the data by clicking the header, as circled below.

Attestation Status definitions are here

Supervisors can review previously submitted attestations by changing the date and clicking “Refresh”

Supervisors can also download/export report to Excel, if needed.
If you have questions about the COVID-19 Attestation, please refer to the COVID-19 Attestation FAQ, the WSU Employee Return to Work Guide, or contact Human Resource Services at 509-335-4521, or hrs@wsu.edu.