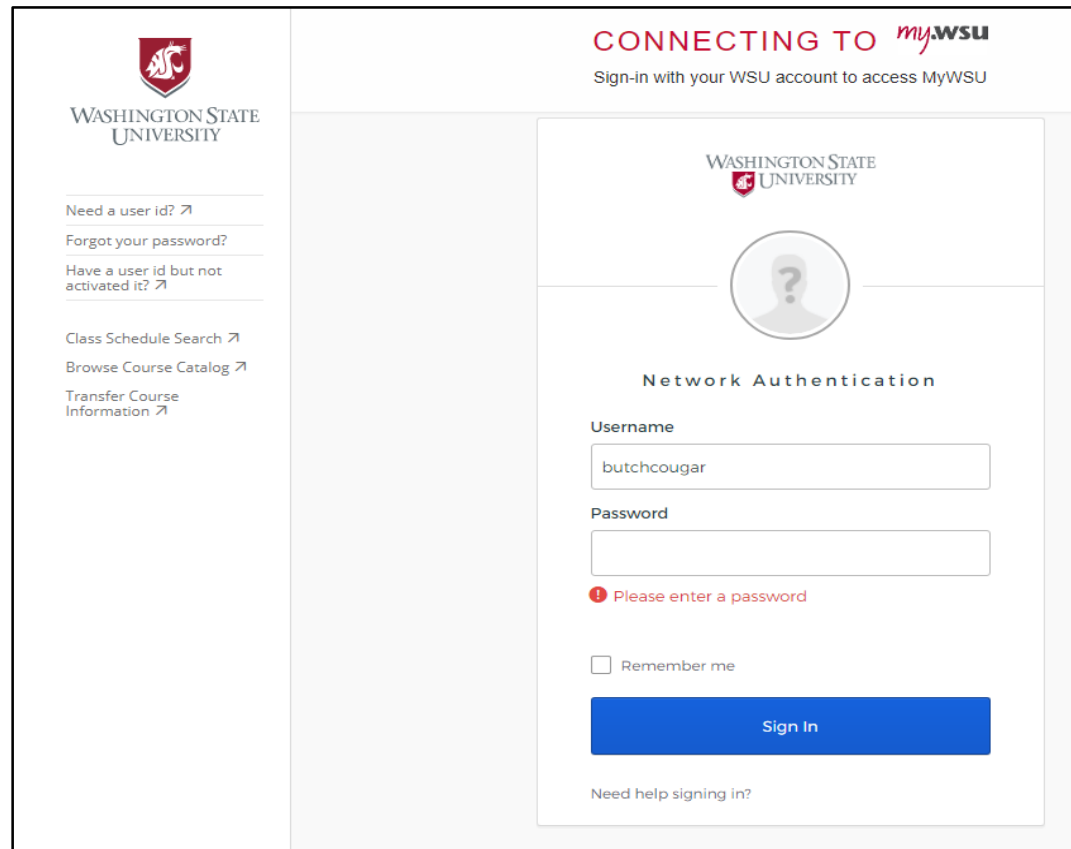


# Instructions for Accessing myWSU for COVID-19 Attestation Reporting:

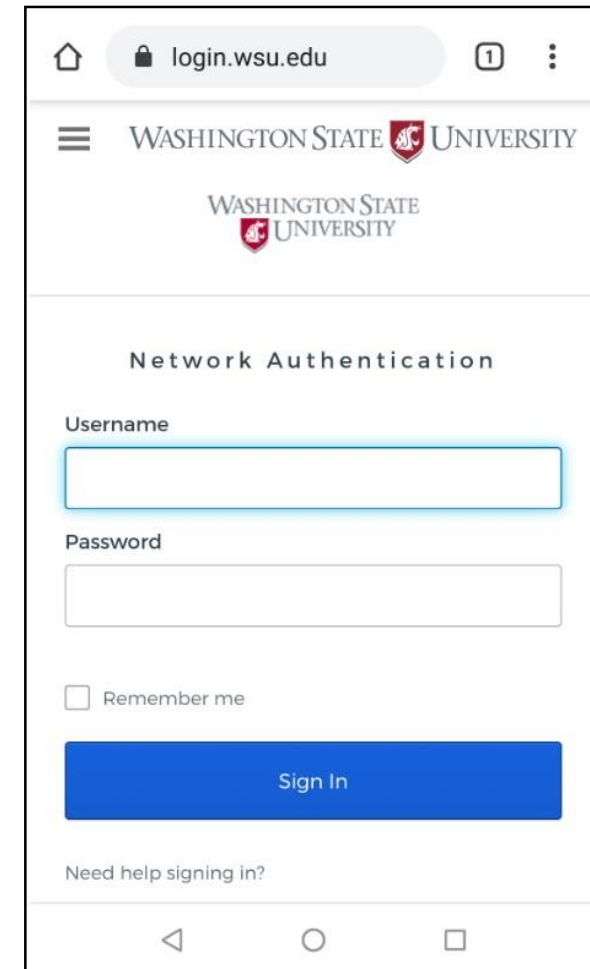
1. Log into [my.wsu.edu](https://my.wsu.edu) using your WSU Username and Password. If you have difficulty logging into myWSU, click “need help signing in?” below the blue “Sign In” button. [Multi-Factor Authentication \(MFA\)](#) will likely be required. For assistance accessing myWSU, please contact the ITS Crimson Service Desk at 509-335-4357 or [helpdesk@wsu.edu](mailto:helpdesk@wsu.edu).

## Web Browser



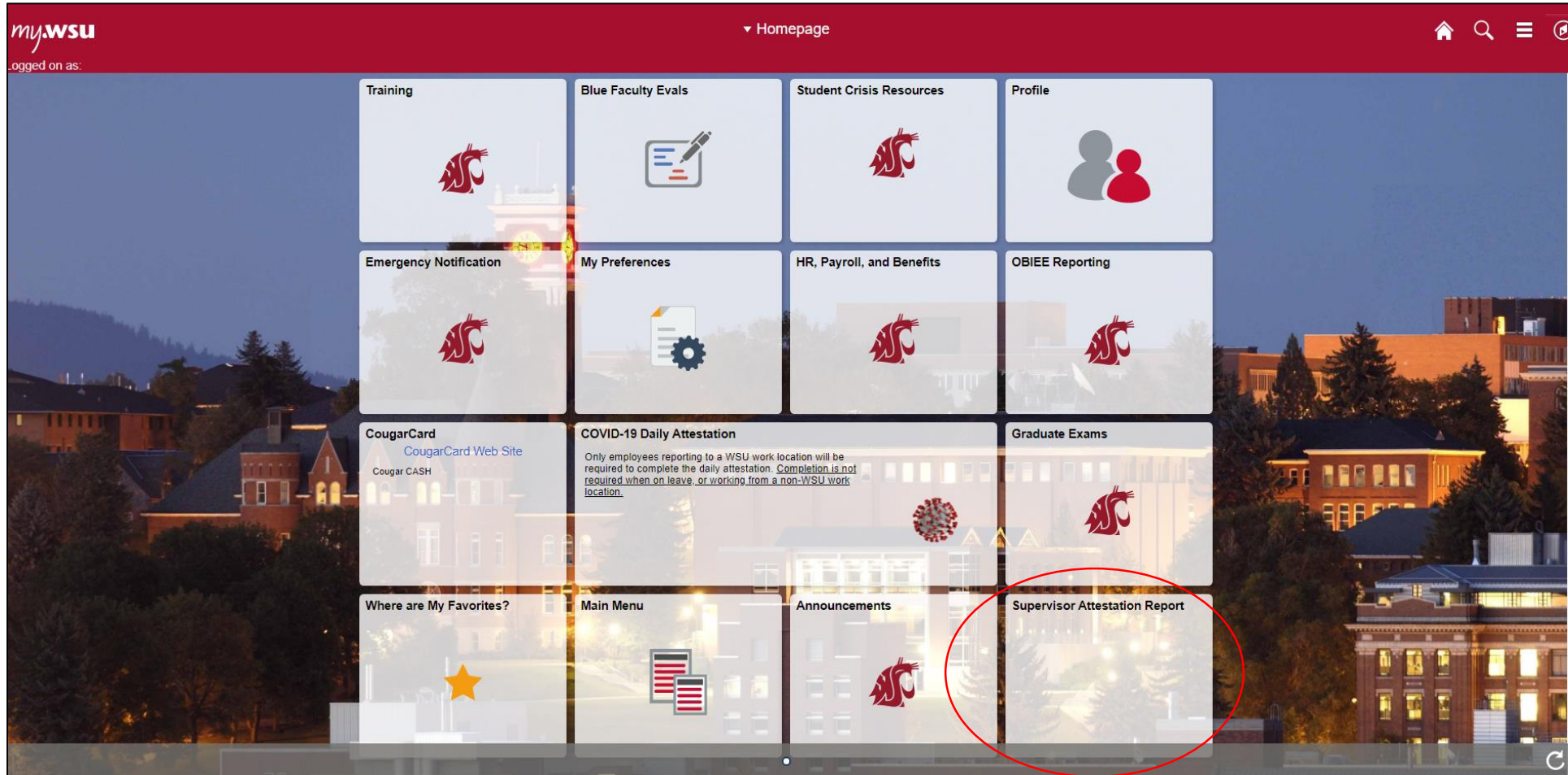
The screenshot shows the myWSU login page in a web browser. On the left is a sidebar with the Washington State University logo and links: "Need a user id?", "Forgot your password?", "Have a user id but not activated it?", "Class Schedule Search", "Browse Course Catalog", and "Transfer Course Information". The main content area is titled "CONNECTING TO my.wsu" and "Sign-in with your WSU account to access MyWSU". It features a "Network Authentication" section with a user icon placeholder, a "Username" field containing "butchcougar", and a "Password" field. A red error message "Please enter a password" is displayed below the password field. There is a "Remember me" checkbox and a blue "Sign In" button. A link "Need help signing in?" is at the bottom.

## Mobile

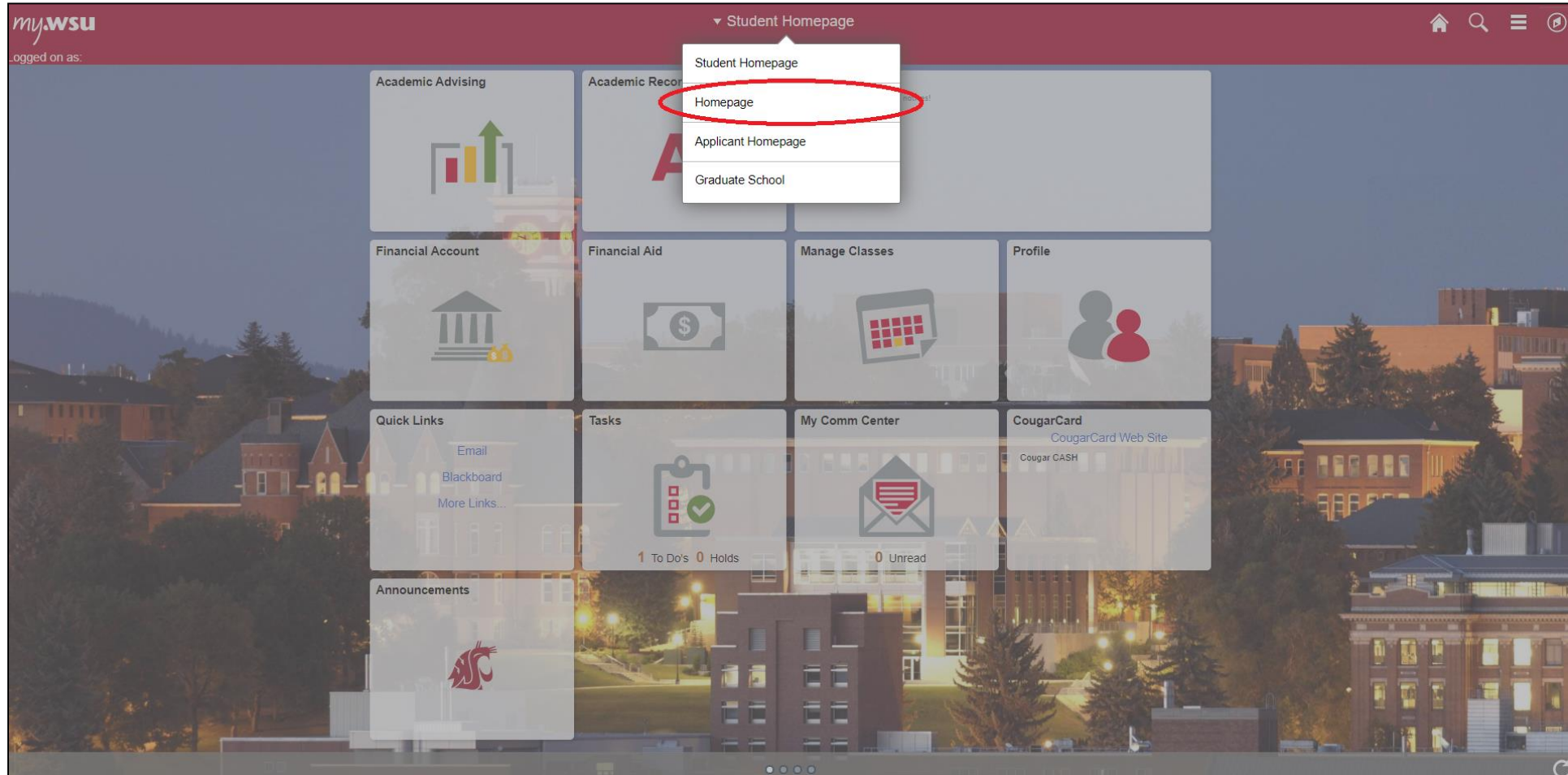


The screenshot shows the myWSU login page on a mobile device. The address bar shows "login.wsu.edu". The page features the Washington State University logo and a "Network Authentication" section. It includes a "Username" field, a "Password" field, a "Remember me" checkbox, and a blue "Sign In" button. A link "Need help signing in?" is at the bottom. The mobile interface includes standard navigation icons at the top and bottom.

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.



**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”**

The screenshot shows the 'myWSU' Supervisor Report interface. At the top, there's a navigation bar with 'Favorites', 'Main Menu', and 'Supervisor Report'. Below this, a date filter is set to '06/23/2020' with a 'Refresh' button. The user's name 'Saunders, Gary' and position '117190' are displayed. A text box explains that the data is from May 2020 sup/org data. Below this is a table with columns: Attestation Status, WSU ID, Name, Title, Position Reference, Organization Code, and Organization Name. The table lists 29 employees, mostly with 'Completed - Yes' status. Below the table, the 'Attestation Status:' section provides definitions for 'Completed - Yes', 'Completed - No', 'No Answer', and 'No Sign-On'.

The supervisory organization data used for the attestation reporting is comprised of the sup/org data reviewed by areas, as part of the Workday project, in May 2020. Using the Workday sup/org data to will allow a smoother transition and help ensure the attestation reporting feature is viable after the launch of Workday. However, using the May 2020 sup/org data means, it may not contain newly hired employees or accurately reflect recent changes such as transfers or organizational restructuring activities.

	Attestation Status	WSU ID	Name	Title	Position Reference	Organization Code	Organization Name
1	Completed - No		Steffen, Jennifer E	Associate Director	70700	SP000018	Enterprise Systems Group
2	Completed - Yes		Burleson, Monica L	IT Journey System Admin	39684-1	SP001151	Enterprise Systems Group
3	Completed - Yes		Devine, Lisa C	Business Systems Analyst	39553	SP001151	Enterprise Systems Group
4	Completed - Yes		Estrada, Isidro David	Business Systems Analyst	117193	SP001151	Enterprise Systems Group
5	Completed - Yes		Anderson, Lexi Ann	IT Journey System Admin	39665	SP001151	Enterprise Systems Group
6	Completed - Yes		Wenke, Lenna Nicole	IT Senior/Specialist System Admin	117196	SP001151	Enterprise Systems Group
7	Completed - Yes		Culey, William Aaron	IT Journey System Admin	121857	SP001151	Enterprise Systems Group
8	Completed - No		Lewis, Anden	IT Manager Customer Support	73470	SP000018	Enterprise Systems Group
9	No Answer		Hickman, Lindsay Rae	IT Entry Customer Support	40517	SP001151	Enterprise Systems Group
10	No Answer		Mackessey, Michael Adrian	IT Entry Customer Support	81133	SP001151	Enterprise Systems Group
11	No Answer		Thomas, Wendy Renee	IT Entry Customer Support	81135	SP001151	Enterprise Systems Group
12	No Answer		Peters, Brianne Kathryn	IT Entry Customer Support	78314	SP001151	Enterprise Systems Group
13	No Sign-on		Cadenhead, Courtney	Technical Assistant I	116980-41	SP001151	Enterprise Systems Group
14	No Sign-on		Lassen, Krysta Elizabeth	Technical Assistant I	116980-45	SP001151	Enterprise Systems Group
15	No Sign-on		Hanson, Aaron T	Technical Assistant II	116981-28	SP001151	Enterprise Systems Group
16	No Sign-on		Hubson, Colter	Technical Assistant III	116982-13	SP001151	Enterprise Systems Group
17	No Sign-on		Getty, Jordan Y	Technical Assistant II	116981-29	SP001151	Enterprise Systems Group
18	No Sign-on		Craze, Nicole Rachel	Technical Assistant I	116980-43	SP001151	Enterprise Systems Group
19	No Sign-on		Magdaleno, Natalie Rose	Technical Assistant I	116980-47	SP001151	Enterprise Systems Group
20	No Answer		Kure, Jeffrey Sherman	IT Entry Customer Support	82873	SP001151	Enterprise Systems Group
21	Completed - Yes		Wall, Vicki Lee	Business Systems Analyst	117198	SP001151	Enterprise Systems Group
22	Completed - No		Combs, Stacy Christine	Associate Director	37917	SP000018	Enterprise Systems Group
23	Completed - Yes		Ross, John W	Information Systems Technology Strategist	117199	SP001151	Enterprise Systems Group
24	Completed - Yes		Woods, Wendy A	Application Systems Analyst/Developer	71305	SP001151	Enterprise Systems Group
25	Completed - No		Backes, Richard Alan	Associate Director	71135	SP000018	Enterprise Systems Group
26	Completed - Yes		Hendrick, Savanah Helene	IT Journey Business Analyst	128199	SP001151	Enterprise Systems Group
27	Completed - Yes		Howell, Khalan	IT Journey Business Analyst	122063	SP001151	Enterprise Systems Group
28	Completed - Yes		Carpenter, Samuel W	IT Journey Business Analyst	118307	SP001151	Enterprise Systems Group
29	Completed - Yes		Vishwanathan, Dipti	IT Journey Business Analyst	42228	SP001151	Enterprise Systems Group

**Attestation Status:**

Completed - Yes: This status indicates the employee has logged into my WSU and attested they are okay to return to a WSU work location.

Completed - No: This status indicates the employee has completed the attestation, but is unable to attest they are symptom free. Employees with this status have acknowledged they are not to report to a WSU work location.

No Answer: This status indicates an employee has logged into myWSU on this day, but has not yet completed the attestation.

No Sign-On: This status indicates the employee has not logged in to myWSU to complete an attestation.

**\*\*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.

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

Supervisors can also download/export report to Excel, if needed.

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Attestation Status definitions are here

Updated 6/24/2020

my.WSU

Favorites Main Menu > Supervisor Report

Date 06/23/2020 Refresh

New Window | Help | Personalize Page

Saunders, Gary Position 117190

Director - Information Services

Enterprise Systems Group

Personalize | Find | Download to Excel First 1-29 of 29 Last

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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](mailto:hrs@wsu.edu).