How to Access the Employee Attestation via WSU Mobile and myWSU

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NEW! Additional option to attest via "WSU Mobile" app:
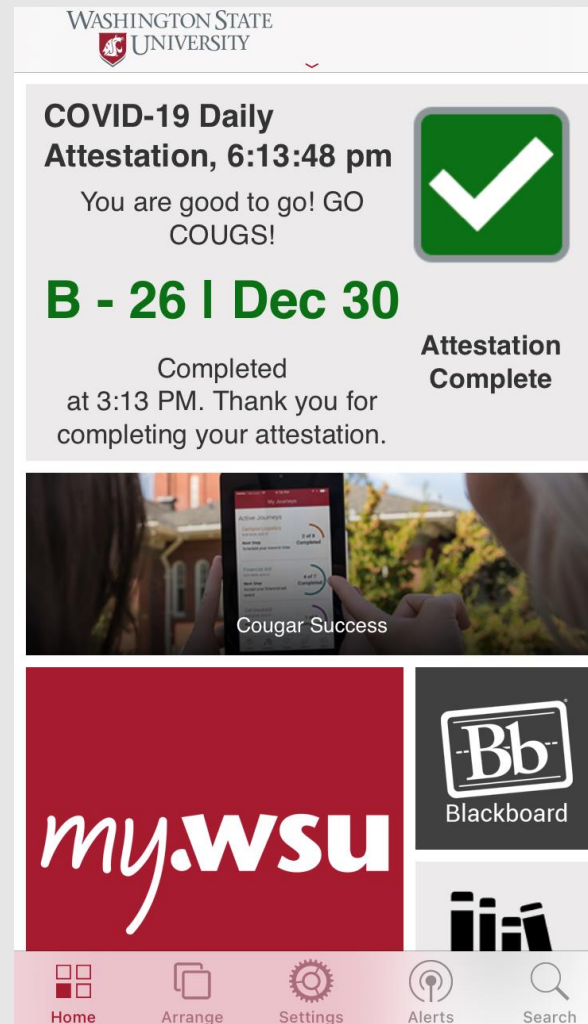
Instructions for attesting via "WSU Mobile" app:

1. If you haven't already downloaded and installed the WSU App, please do that first. You can downloading the app from the Apple App Store or Google Play.

2. If you haven't already logged into the WSU App, please do that next.

3. Open the App.

4. Locate the new Attestation tile. If you have previously customized the locations of the tiles in your App, the attestation tile may be located at the bottom of the list. Otherwise, it should appear at the top.

5. View your attestation status.

6. Update your attestation status.

Click the "Attestation" tile before following the prompts.
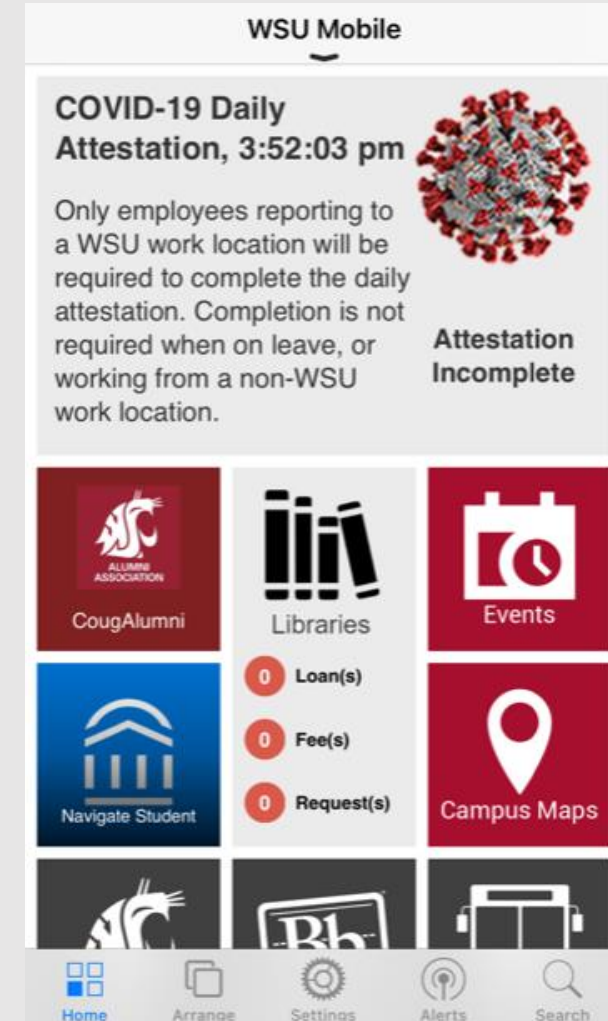
"WSU Mobile" App - What's new?

- In response to feedback from students, faculty and staff, we are excited to announce the following enhancements to the existing Attestation framework:
- A new "live" Attestation tile within the WSU App.
  - This new tile eliminates the need for multi-factor authentication (or MFA). As soon as a person opens the App on their device (with the single press of a finger), they will see their attestation status. This will simplify and shorten the processes of attesting and demonstrating one's attestation status to gain access to physical campus resources.
  - This new tile allows Students, Faculty and Staff to submit their daily attestation directly from the App—again, without triggering MFA.
- An automated data feed between the Arrival Testing locations in Pullman and myWSU. The data is transferred in near-real-time.
- A new step in the Attestation process that determines whether or not a person must complete Arrival Testing in order to get the "Good-To-Go" screen. This is currently limited to Pullman students.
- Improved accessibility to more quickly and clearly communicate a person's attestation status.
- In addition to these enhancements, the same attestation procedures that existed within myWSU for Fall 2020 will continue to be available to students, faculty and staff.

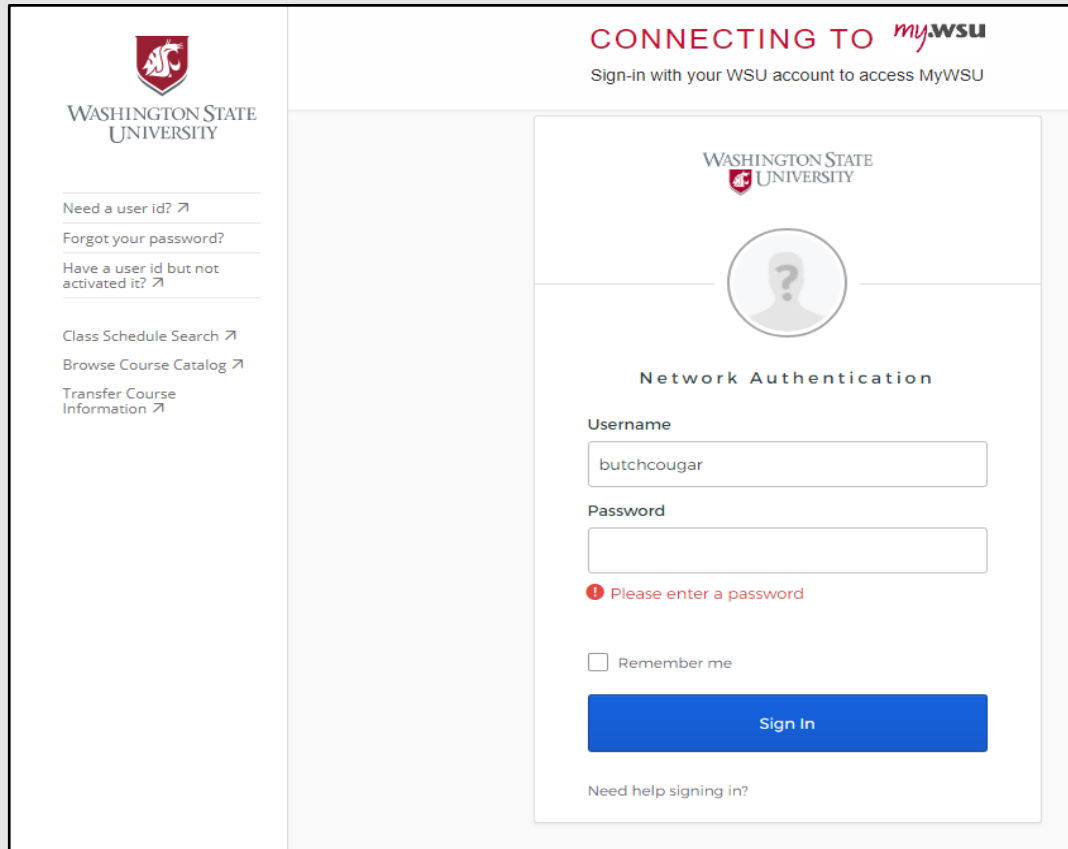# "WSU Mobile" Attestation Complete Confirmation

"WSU Mobile" Unable to Attest
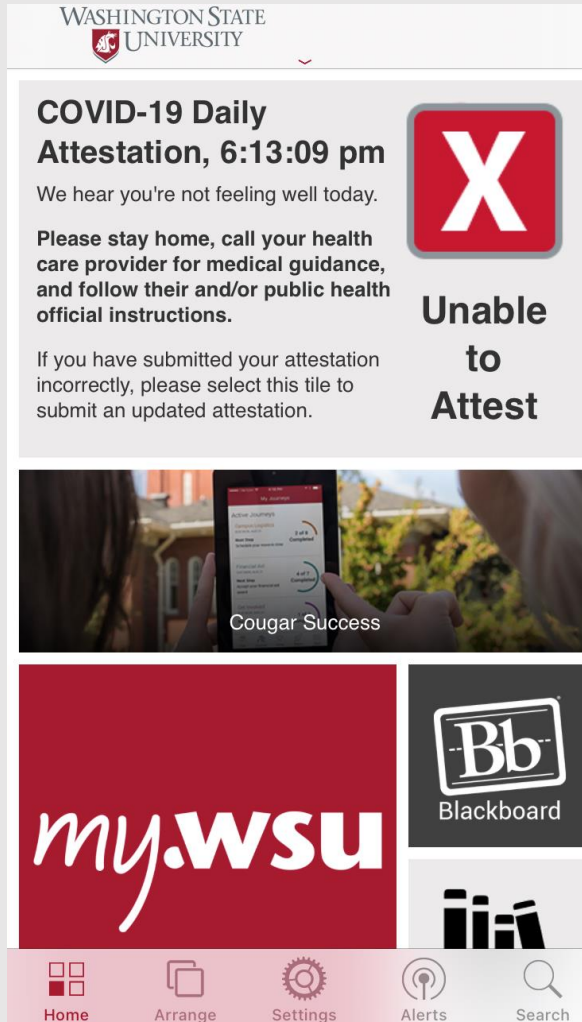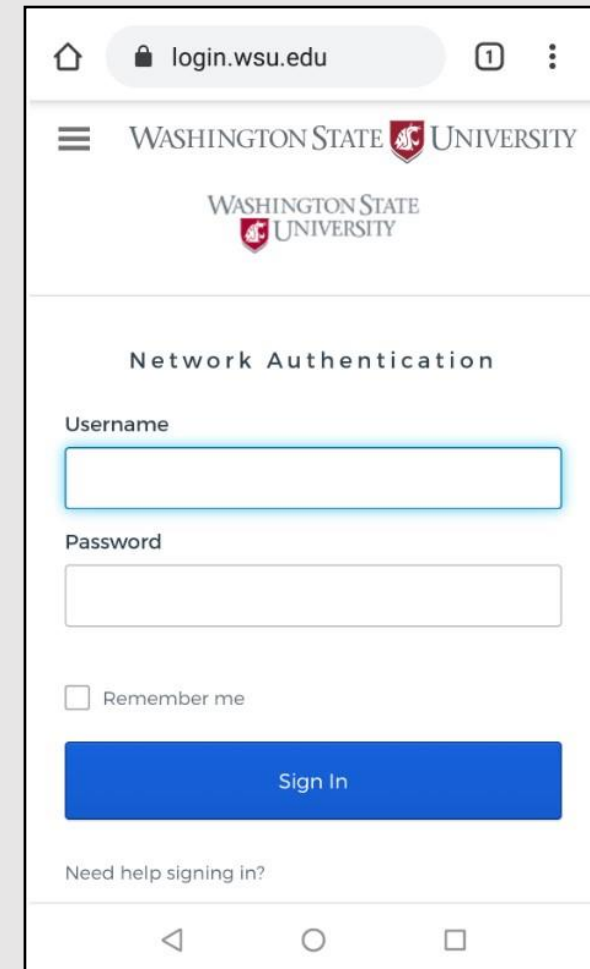
Instructions for attesting via myWSU:

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.
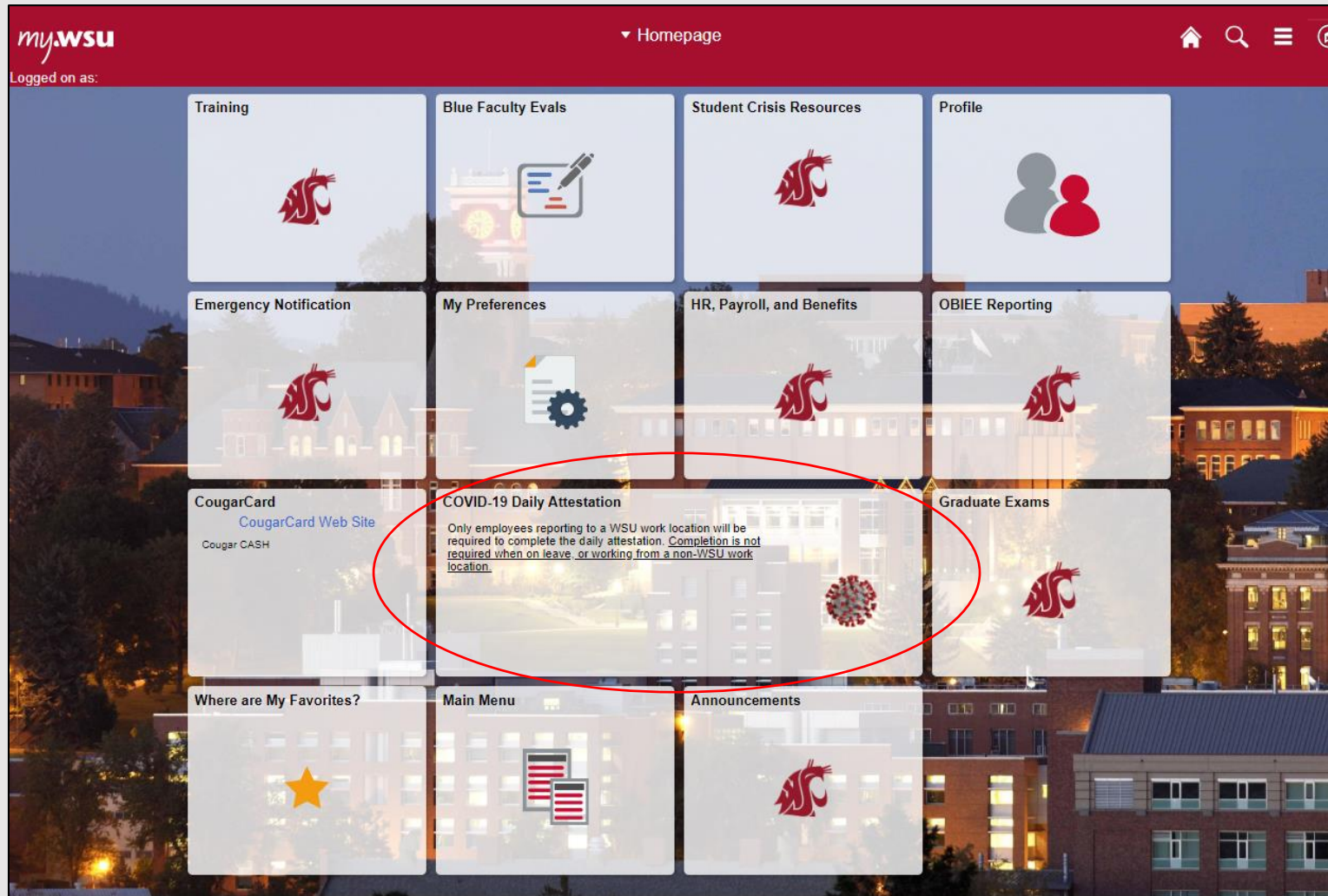
Mobile

Web Browser

2. Once logged into the myWSU, <u>employee portal,</u> 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. <u>Click on the tile to begin the attestation.</u>

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:
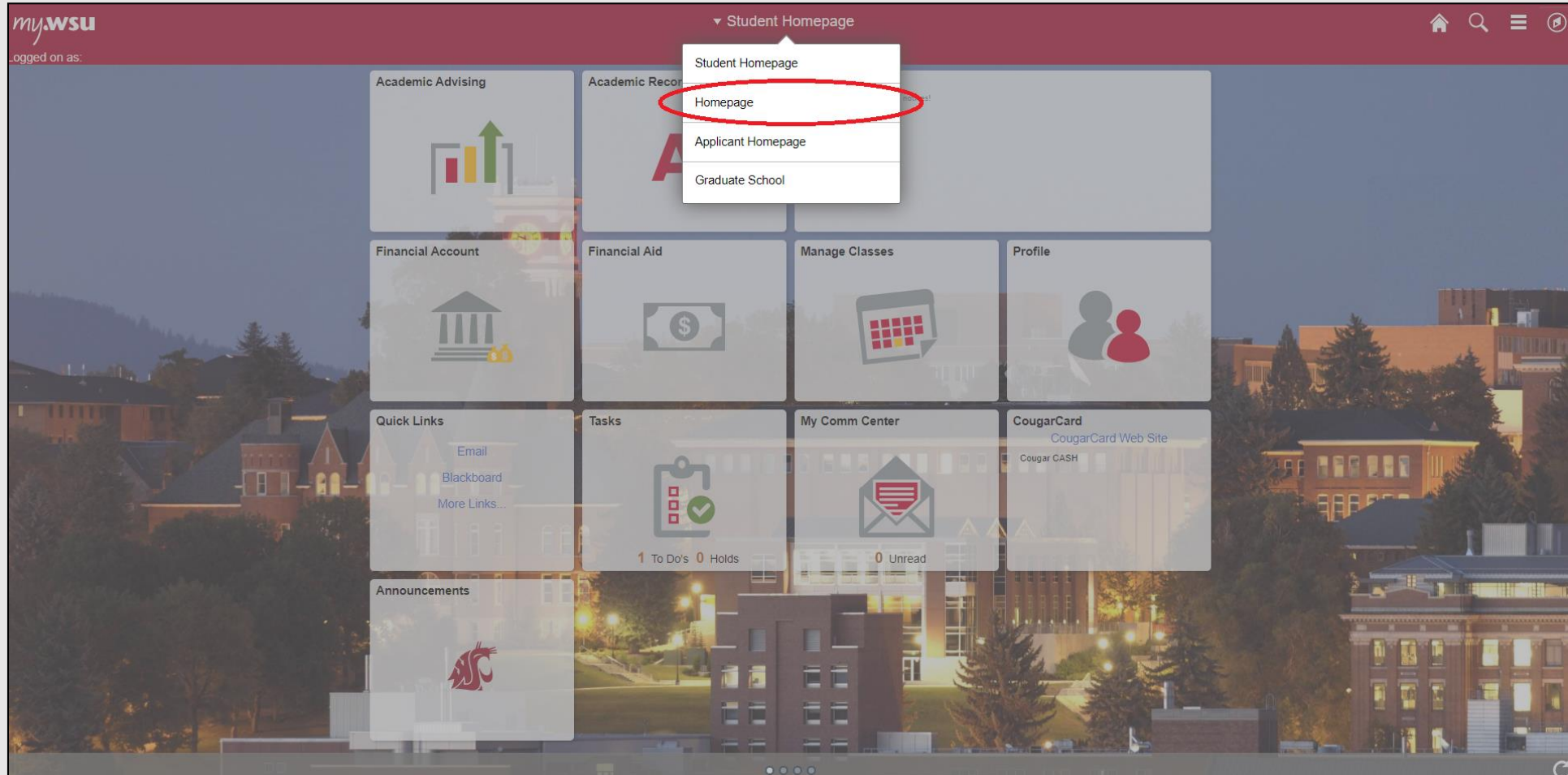
3. Once you have selected the *COVID-19 Employee Attestation* tile, review the attestation statement and select the appropriate responses at the bottom of the page. Once you have selected a response, click "Submit."

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.