SEXUAL MISCONDUCT DECLARATION TOOL | Quick reference guide

Departments use the Sexual Misconduct Declaration Tool to initiate the sexual misconduct declaration process when offering employment to students covered by the University’s Sexual misconduct disclosure policy. Follow the steps below to access the Sexual Misconduct Declaration Tool and enter final candidate contact information.

1. Log in to the Sexual Misconduct Declaration Tool using your UW NetID login [https://hr.uw.edu/hr-tools/sexual-misconduct-declaration-tool/](https://hr.uw.edu/hr-tools/sexual-misconduct-declaration-tool/)

2. In the New Form, enter the name of the department the request is for.

3. Scroll down to add candidate.
   a. To add one name at a time, click +Add a Person and follow the steps below.
   b. Or, use Import People to add multiple names, using an upload template.