

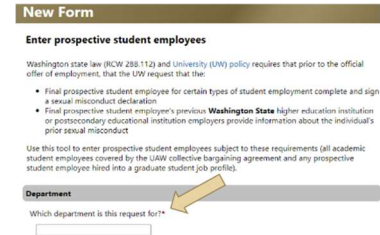
SEXUAL MISCONDUCT DECLARATION TOOL | Quick reference guide

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 at <https://hr.uw.edu/hr-tools/sexual-misconduct-declaration-tool/> using your UW NetID Login.



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



3. Scroll down to add a candidate. To add one name at a time, follow steps in 3a – 3c. To add more than one name, skip to Step 4 (next page).

- a. To add one name at a time, click **+Add a Person**.



- b. Type in Last Name, First Name, or UW NetID (without the @uw.edu) to check if the candidate is already in the system. *Tip:* If you have their UW Net ID, use that instead of Last and First name.

If they are already in the system, you'll be prompted to use the existing spelling of their name and email address which will help reduce errors and minimize delay. If there is no match, you'll be prompted to enter their name and email address.

1. Type Last Name, First Name, or UW NetID to check for a match.

2. If it shows **match found** and it is a correct match, click **Select**.

3. If there is **No match**, enter the candidate's First Name, Last Name, and Email Address, then click **Create New Person**.

Note: A declaration is required for each offer of employment (e.g., per position) regardless of whether there is a match in the system.

c. After selecting or adding a name, review entries and **Save for Later** or **Submit Form**.

Candidates

Last Name	First Name	Email Address	Actions
Sample	Sample	Sample	

+ Add a Person Import People

Cancel Form Save for Later Submit Form

The information just added is shown on a list on the page. Add additional people, if needed (each gets a separate notification).

All done? Click **Submit Form** to confirm the submission (not shown).

The form can also be cancelled or you can save it for later.

4. Use **Import People** to add multiple names. Download an upload template, attach the file, and submit.

Candidates

No candidates have been added/uploaded.

+ Add a Person Import People

Click to add a new person

Import Spreadsheet

1. Build Spreadsheet

The first step is to get your data into spreadsheet form. The list below shows the columns that should be in your spreadsheet. The names of the columns should be in the first row. You can download a sample spreadsheet and fill it in if you would prefer.

Download a Sample Spreadsheet

Data Field

First Name

Last Name

Email Address

2. Upload Your Spreadsheet

You may upload an excel file (.xls or .xlsx), an OpenOffice/Libre Office file (.ods), or a Comma-Separated value file (.csv).

Select Files to Upload or Drop Files Here

3. Attach the file (just like adding an attachment to an email).

2. Enter in the information and Save As to a secure location per your department's policy.

4. Click Done Importing to add names. Information added will appear on a list for your review (see above).

Done Importing

Import Spreadsheet

3. Import Data

Use the buttons below to control the import of data. We suggest starting with just one or two rows and making sure that everything looks the way you want before you import everything. If the spreadsheet needs to be adjusted, you can use the Reset and Start Over button.

sample student import.xlsx (10KB) Reset and Start Over Spreadsheet Format Details...

Pause Continue > More Options... 3/3 Finished Restart

Source Data (3 rows)

First Name	Last Name	Email Address
Test	Student	student@uw.edu
Sample	Student	sample@uw.edu
Example	Candidate	candidate@uw.edu

Import Complete

Success!

Click the Done Importing button below to close this window.

Done Importing

Candidates

Last Name	First Name	Email Address	Actions
Sample	Sample	Sample	

+ Add a Person Import People

Cancel Form Save for Later Submit Form

The information just added is shown on a list on the page. Add additional people, if needed (each gets a separate notification).

All done? Click **Submit Form** to confirm the submission (not shown).

The form can also be cancelled or you can save it for later.