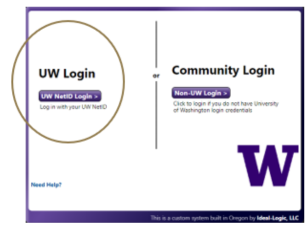
SEXUAL MISCONDUCT DECLARATION TOOL | Quick reference guide

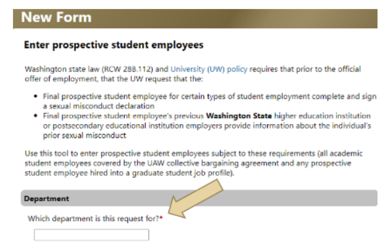
Departments use the Sexual Misconduct Declaration Tool to initiate the sexual misconduct declaration process when offering employment to students covered by the University's Sexual misconduct disclosure policy.

This quick reference guide describes essential steps to follow to access the Sexual Misconduct Declaration Tool and enter final candidate contact information. For a description of how the SMD Tool operates, including how students are notified, view the job aid posted at https://hr.uw.edu/talent/hiring-process/background-checks/sexual-misconduct-disclosure-policy/.

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.

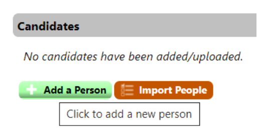


2. In **New Form**, enter the name of the department the request is for.



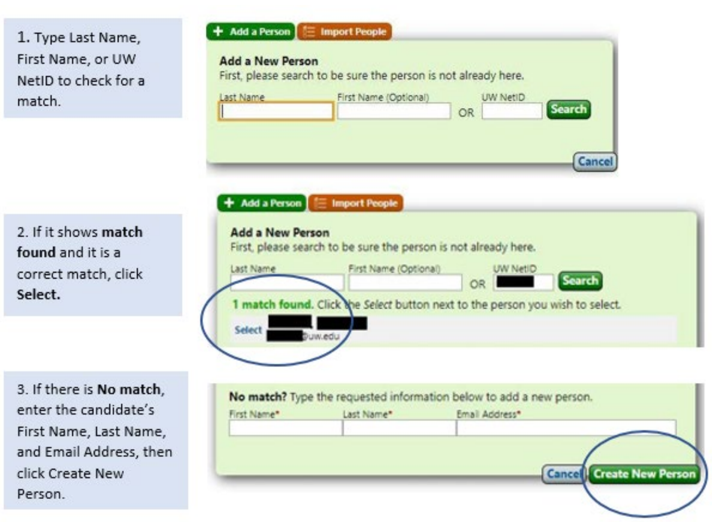
3. Scroll down to add a candidate. **To add one name at a time, follow steps in 3a – 3c. To add more than one name, skip to Step 4 (next page).**

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



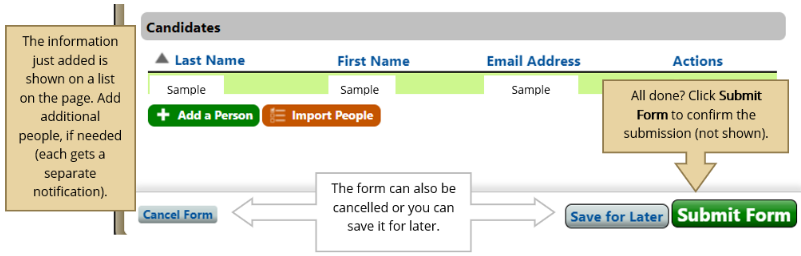
b. Type in Last Name, First Name, or UW NetID (without the @uw.edu) to check if the candidate is already in the system. *Tip*: If you have their UW Net ID, use that instead of Last and First name.

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.



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 entires and **Save for Later** or **Submit Form**.



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