To complete the required Policy Review, login to your Employee Access account. A link to the login page can be found at jordandistrict.org, select Faculty and Staff, then select Employee Access (Skyward). If you need help with your login ID or password, contact the Help Desk at 801-567-8737.



If you have not completed your Policy Review, you will see the screen below. Click the Policy Review link.



The Policy Review can also be accessed by selecting Employee Information/Online Forms.

me Findoree Time True Information Off Time	FastTrack Open Position	FastTrack s Screener	
- Employee Information		- Payroll	
Personal Information Calendar Modify HR Calendar Events Accounts Payable Payments Online Forms	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Check History Check Estimator Calendar Year-to-Date Fiscal Year-to-Date Direct Deposit Information W2 Information W4 Information 1095 Forms	

Begin the Policy Review by clicking the link for each step. A PDF or video will open. When completed with each step, click on the next step, or click the Next button at the bottom of the page. At any time you may select Close and Finish Later to complete the Policy Review at a later time.



On the next to the last step, you are required to provide your electronic signature, acknowledging you have reviewed the policies. Select Yes in the required boxes, then enter the date you are completing the form. Click next to go to the final step.



Checkmark the box indicating you have completed the Policy Review, then click the Finish button.

16. Child Abuse Prevention	Completed	06/30/2023 9:12 AM 06/30/2023 9:12 AM		15. √	Automated External Defib (AED)	
17. Workplace Harassment 18. JPAS Evaluation Orientation	Completed			16.	Child Abuse Prevention	
	Completed	06/30/2023 9:12 AM		1	Child Aduse Prevention	
19. Title IX Video	Completed	06/30/2023 9:12 AM	MORRISON PENNY J	17.	Workplace Harassment	
20. Title IX Definitions	Completed	06/30/2023 9:12 AM	MORRISON PENNY J	1	Tromplace Harassinene	
21. Crucial Policies Acknowledgement 2023-24 Licensed	Completed	06/30/2023 9:14 AM	MORRISON PENNY J	18. √	JPAS Evaluation Orientation	
✓ I have completed this online form.				19. √	Title IX Video	
				20. √	Title IX Definitions	
				21. √	Crucial Policies Acknowledgement 2023- 24 Licensed	
				22.	Complete Online Form	
				Step 22 of 22		
				Pre	vious Fi <u>n</u> ish	
					e and Finish Later	