

Objective To learn how to navigate to and complete assigned Checklists.

Navigating & Completing Checklist

1. Click the **Mailbox Bell** icon to open the mailbox (top right corner of screen).
 2. Click the **My Checklist** tab.
 3. Click the **GO TO CHECKLIST** button.
 4. Click on the blue hyper link to open the form for review and completion.
 5. Click on the **paperclip icon** within the COVID-19 Vaccination Declaration form to upload second dose vaccination administration receipt if applicable.
 6. Review the form, complete as required and click **Sign** when finished which will prompt you to enter your Kronos login Password.
 7. Select **Submit** to send the form to Human Resources.
- You will receive a notification email once the checklist is complete.

COVID-19 Vaccination Declaration

Please complete the COVID-19 Vaccination Status Declaration form > select submit when finished.