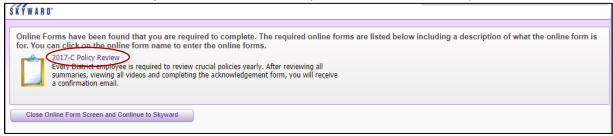
Crucial Policy Review Through Employee Access

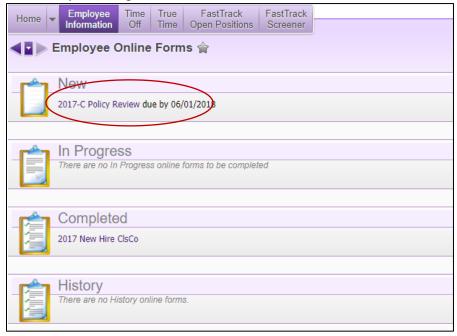
Log into Employee Access where the following screen will display. Click on the name of the online form that needs to be completed to begin. (If you need help with your Employee Access user name and password, call the Help Desk, 801-567-8737)



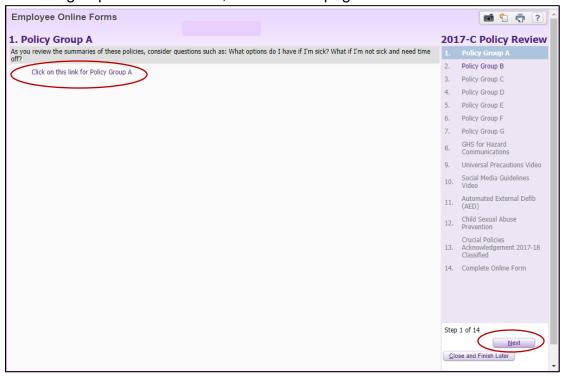
Alternatively, navigate to Employee Information/Employee Information/Online Forms.



Click on the forms to be completed under the "New" heading. Any previously completed forms can be viewed by clicking on the form title.



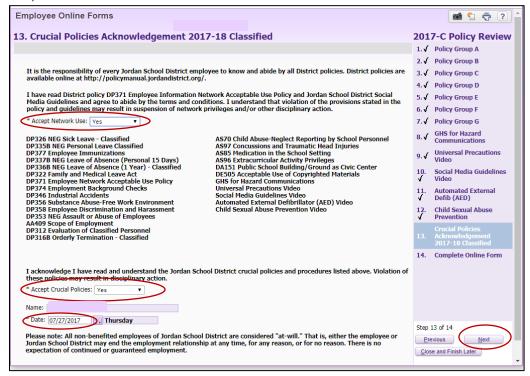
Read the instructions in the gray highlighted box, then click on the link to view a PDF of the policies in that group. When finished, return to this page and click "Next."



Continue reading the PDF's and viewing the videos from the links on each page, then clicking "Next."



On the next to last step, fill in the Crucial Policies Acknowledgement by selecting "yes" next to the "Accept Network Use" box, and in the "Accept Crucial Policies" box. Enter the current date, then click "Next."



On the final step, checkmark the box for "I have completed the online form," then click "Finish." You will receive an email verifying you have completed your crucial policy review.

