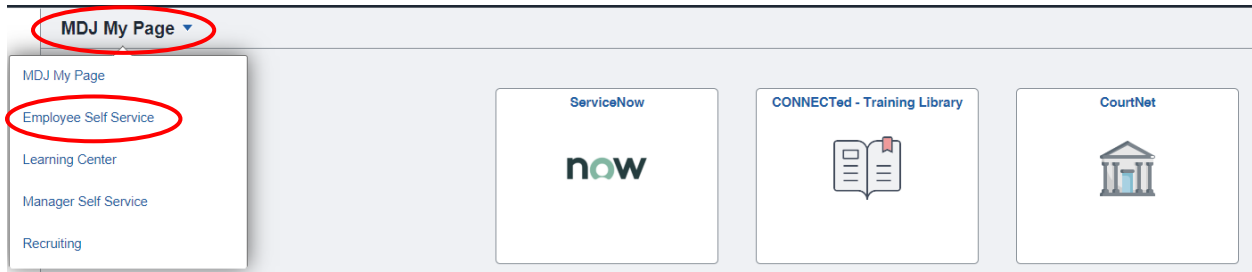




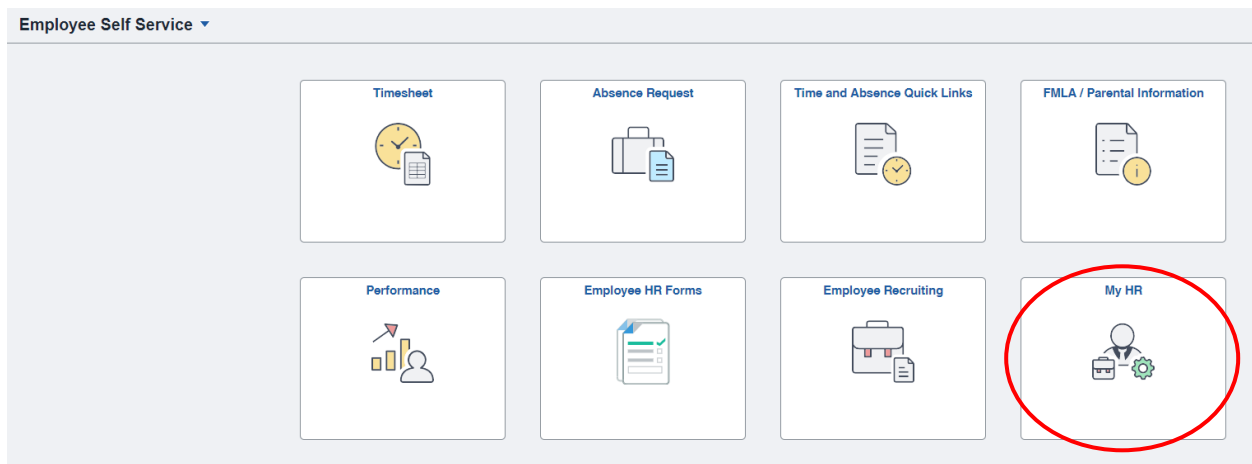
**Maryland Judiciary**  
**Department of Human Resources**  
**Completing the HR Policy Acknowledgement**

Once an employee has read the HR Policy Manual and is aware of where to find the policies, they are to complete the “HR Policy Acknowledgement” within CONNECT. Below are step-by-step instructions on completing the acknowledgement:

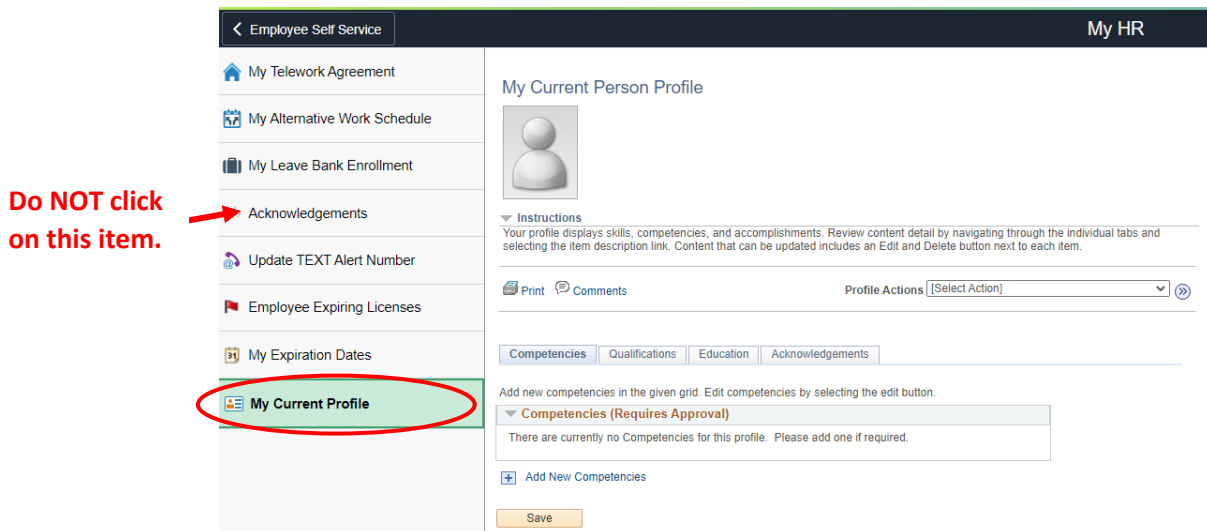
1. Once logged into Connect, click “MDJ My Page” then “Employee Self Service” from the page menu.



2. Click on the “My HR” tile.



3. Click “My Current Profile” from the left panel.





**Maryland Judiciary**  
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4. Click on the “Acknowledgements” tab and then the “Edit” button.



Add new Acknowledgement in the given grid. Edit Acknowledgement by selecting the edit button.

▼ Acknowledgement		View All	First ◀ 1 of 1 ▶ Last
Type of Acknowledgement		Edit	Delete
HR Policy Acknowledgement			

[+ Add New Acknowledgement](#)

5. Click the magnifying glass and then click “Y” I agree and then “OK”.

**Details**

\*Effective Date

Type of Acknowledgement  [HR Policy Acknowledgement](#)

Policy Acknowledgement  I agree

6. You’ll be returned to the “My Current Person Profile” page. From here, click “Save”.

**My Current Person Profile**



▼ **Instructions**

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item.

Print Comments

Profile Actions



Add new Acknowledgement in the given grid. Edit Acknowledgement by selecting the edit button.

▼ Acknowledgement		View All	First ◀ 1 of 1 ▶ Last
Type of Acknowledgement		Edit	Delete
HR Policy Acknowledgement			

[+ Add New Acknowledgement](#)

