

To submit your Confidentiality Form in Connect:

1. Once you are logged into Connect, from your Home page, select **Employee Self Service** from the drop-down at the top left of the page.



2. Click on the Employee HR Forms tile.





3. From the left margin, click on **Confidentiality Agreement.**

	٢	Employee Self Service
	¥	ADA_Accommodation_Request
	ĉ <mark>⊊</mark> ĵ	Grievance/Disciplinary Appeal
	ĥđ	Request AWS
	9	Teleworker Agreement
(Confidentiality Agreement
	Ē	COVID Vaccine Information
	Ē	COVID Test Results

4. Click Add a New Value tab.

Search Criteria		
Sequence Number =	~	
Subject begin	is with 🗸	
ocument Key String begin	is with 🗸	
Priority =	~	~
Due Date =	~	31
Approval Status =	~	~
Case Sensitive		



5. Your personal information will auto-populate.

	ConfidentialityAgreement
*Subject	CONFIDE
Status	Initial
nformation must be comp	leted by the Employee.
lote: Attachment signed t	by the Employee is required.
*Employee ID	
*Employee Name	
*Work Location	MD Judicial Center
Effective Date	09/01/2022
The Confidentiality agreem employee to acknowled This document must be	eement must be read and signed by dge the understanding of the agreement. e attached and uploaded in CONNECT.
	Read & Understand
l acknowledge that I ha confidentiality agreeme and dated by me. This	ive read the contents of the ent and that the form has been signed document is attached to the form.
	Acknowledge

6. Read over the information and click in the box to add a check mark.

The Confidentiality agreement must be read and signed by employee to acknowledge the understanding of the agreement. This document must be attached and uploaded in CONNECT.

Read & Understand

I acknowledge that I have read the contents of the confidentiality agreement and that the form has been signed and dated by me. This document is attached to the form.

Acknowledge



7. Click the **Save** button at the bottom of the form.

	Acknowledge
More Information	
Save	
Form Instructions Attachmen	ts

8. Click the **Attachments** tab at the top of the screen.

9. Under **Download Templates**, you will see a blank Confidentiality form you can download if needed, print out **the form and review, sign**. Once you have signed the form, scan and save the document to a file on your computer, use the **Attach** button under **Upload your attachments** to attach the file to the form.

Download Templates	Personalize Find	View All 🔄	📑 🛛 🕞	👂 1 of 1 🜘
Description	Attached File			Open
1 Confidentiality_Agreement_pdf	Confidentiality_Agreement_clean_copy_from_HRIS.pdf			Open
Upload your attachments Personalize Find View All 🔄 📑 First 🚯 1 of 1 🕢 Last				
*Description At	tached File	Attach	Open	
1		Attach	Open	+

Form | Instructions | Attachments



10. Go back to the form tab and click **Submit**.

Seq Nbr 27715	ConfidentialityAgreement		
*Subject	CONFIDENT form for		
Status	Initial Preview Approval Submit		
Information must be completed by Employee or Manager.			
Note: Attachment signed I	by both Employee and Manager required.		

11. If you would like to access your submitted form, return to **Confidentiality Agreement**, select **Find an Existing Value** tab, and click **Search.** Forms that you have completed will be listed.

Search/Fill a Form Enter any information you have and click Search. Leave fields blank for a list of all values.				
				Find an Existing Value Add a New Value
Search Criteria				
Sequence Number = Subject begins	s with v			
Priority =	•	~		
Due Date =	~	81		
Approval Status =	×	\checkmark		
Case Sensitive				
Search Clear Ba	asic Search 📴 Save Search	n Criteria		

Find an Existing Value | Add a New Value

If you have any questions about *HRIS or Connect*, please contact a member of the HRIS Team at 410.260.6550.