

OVERVIEW

The purpose of the I-9 form is to verify eligibility of an employee to work legally in the United States. This form is mandatory for employers and employees. This requirement applies to both U.S. citizens and non-citizens. This mandatory task must be complete within 3 business days. Failure to comply will result in termination of employment.

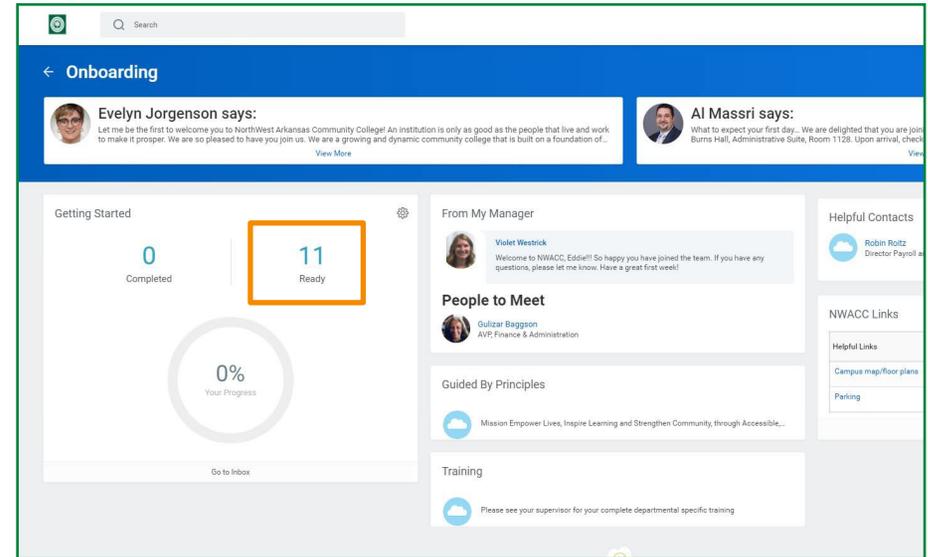
Welcome to NWACC!

CONTENTS

Task	Page
COMPLETE I-9	1
UPLOAD DOCUMENTS	2

CREATE I-9

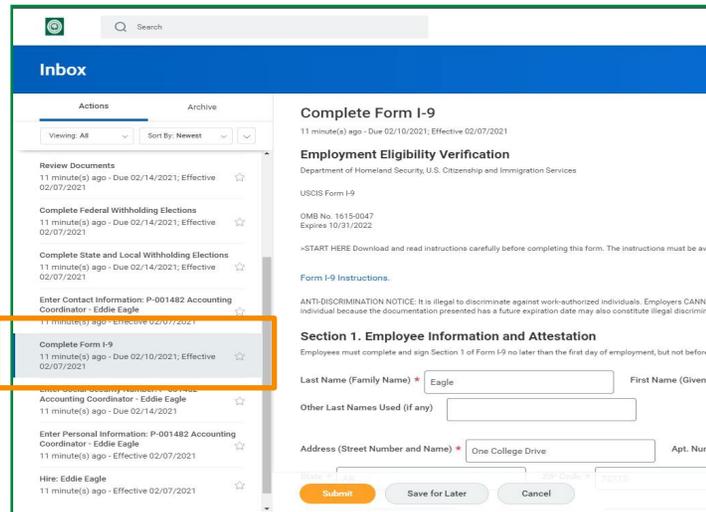
1. From www.nwacc.edu, select **Login**, then **My NWACC**.
2. Enter your username and password.
Note: Contact the IT Help Desk to obtain login information.
3. Select Workday, then Workday in the dropdown list.
Note: Bookmark for future use.
4. In the Announcement area, select **Onboarding**.
5. Take a moment to read your welcome messages and review the entire home page.
6. In the **Getting Started** box on the left-hand side, select the number in the Ready section.



TASKS

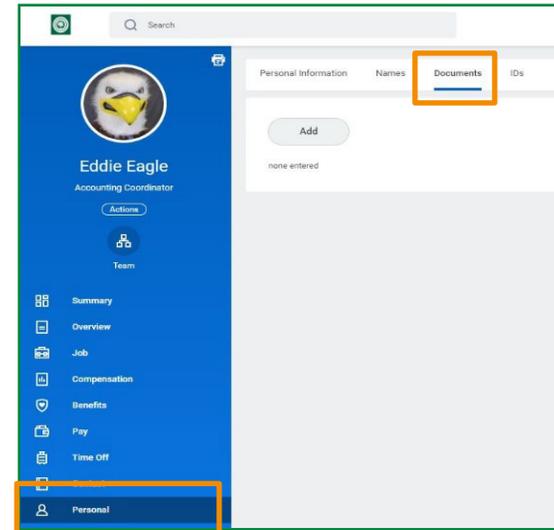
1. The Inbox (items you must take action on), the left-hand column shows actions you must take for your onboarding process.
2. Scroll down and select **Complete Form I-9**.
3. Enter all required information in **Section 1**

4. Select **Submit**.



3. On the left-hand side, towards the bottom select **Personal**.

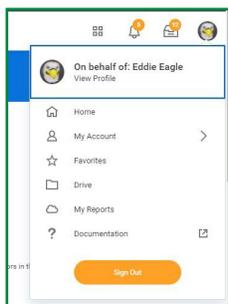
4. Across the top of the section, select **Documents**, then select the **Add** button.



Note: The task routes through reviews and approvals.

UPLOADING DOCUMENTS

1. In the upper right-hand corner is a circle with clouds, known as your **Profile**. You can upload a profile picture of yourself at your convenience.
2. Select your profile and then **View Profile**.



Note: The most commonly provided forms of identification is the U.S. Passport **OR** Driver's License **AND** Social Security card.

If you have any questions on acceptable forms of identification or requirements involving the I-9 process, please visit the [USCIS website](#).

5. Select the **Select files** button and navigate to the appropriate file(s) to upload.
6. Select **OK**.