

# Instructions for Completing WCU Policies



1

Login to myWCU. Tap the arrow icon  in the right-hand corner and choose the Navigator 

2

Scroll down to Human Resources/Payroll, choose Employee Data, and then Staff Data Sheet.

3

On to the second tab labeled Personal Information, check the bottom box to certify your data is correct/or you have notified HR.

4

On the third tab labeled WCU Policies, check that you have read and agree to both the WCU Confidentially Statement and the Acceptable Use Policy.

5

Tap Save. For additional help, contact [AES Support](#).