To Access the Training for Form I-9 Authorization

Step 1 - Click on the ASU Interactive Link on the ASU Home page.



Step 2 - Click on the My ASU Courses link in the upper left column of ASU Interactive.



Step 3 - Click on the Courses tab and locate your course titled HRIS: I-9 Form. Click that link.

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Step 4 - Read the Course Overview, then proceed to click through each link in the left column. They include: Course Materials

Practice Test Final Test Resources Next Steps



Step 5 - Complete the Final Test with a score of 100%.

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Final Test Resources Next Steps Technical Support Feedback	Form 1.9 Authorization Te Authorization Test for Form	Name: Form 1-9 Authorization Test Instructions: Successful completion of this test enables designated employees to fill or test. Click the link above. Multiple Attempts: This Test can be saved and resumed later. * Guession Completion Status: Ouestion Completion Status: Ouestion 1 Which of the following documents can be used in List C?	ut Form I-9 for new employees. You must score 10 points 10 points	e 100%. You may take the test multiple times.	To start the

Step 6 - If you have successfully passed the test with a 100% correct score you are ready for Form I-9 authorization.

To complete your authorization process, please send an email to the following email address and copy your supervisor:

I-9@asu.edu

If you did not score 100% on the test, please retake it as many times as needed to pass with a perfect score. Utilize the PDF document of the Form I-9 as well as the PowerPoint presentation for references.

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