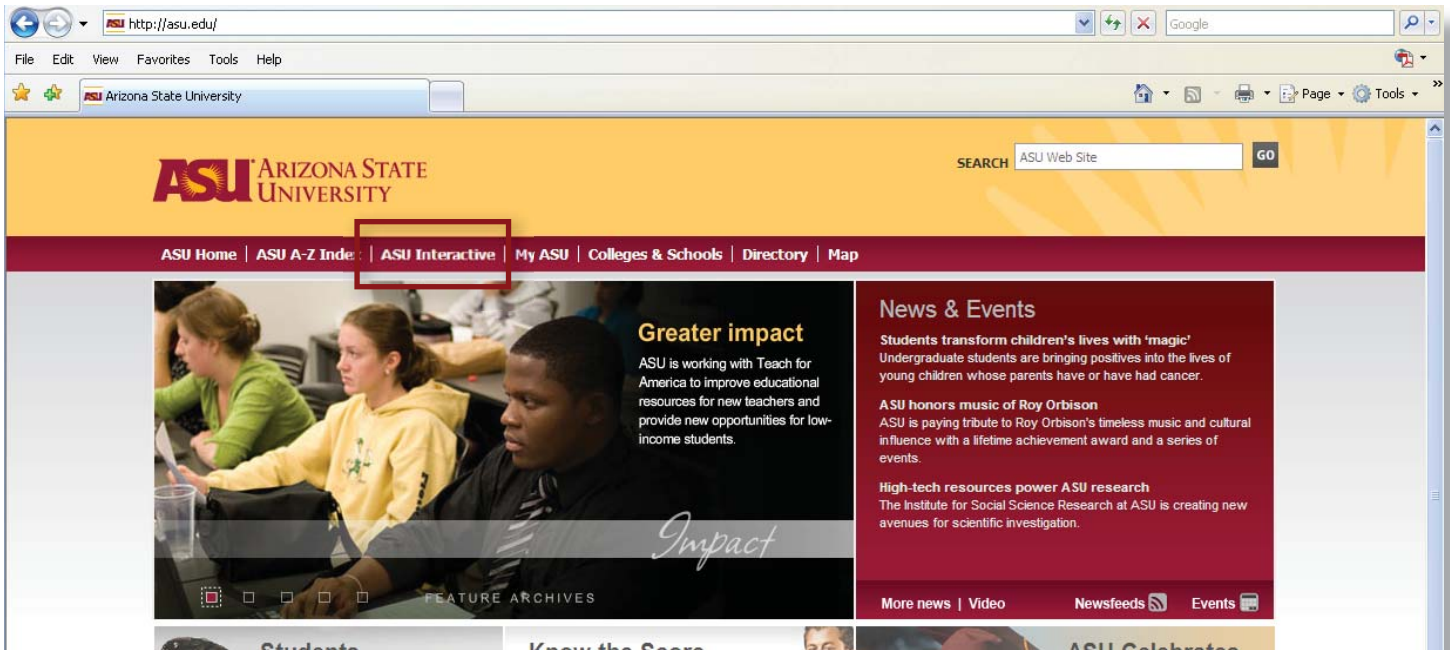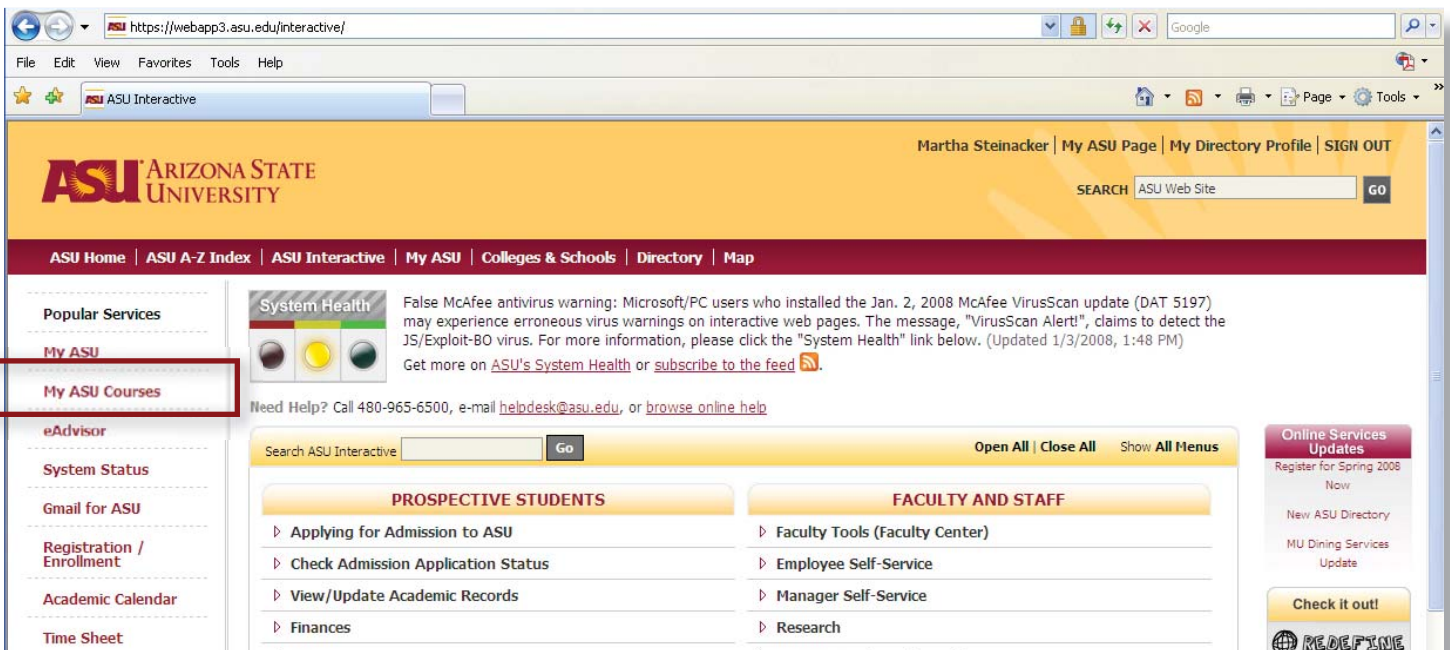# To Access the Training for Form I-9 Authorization
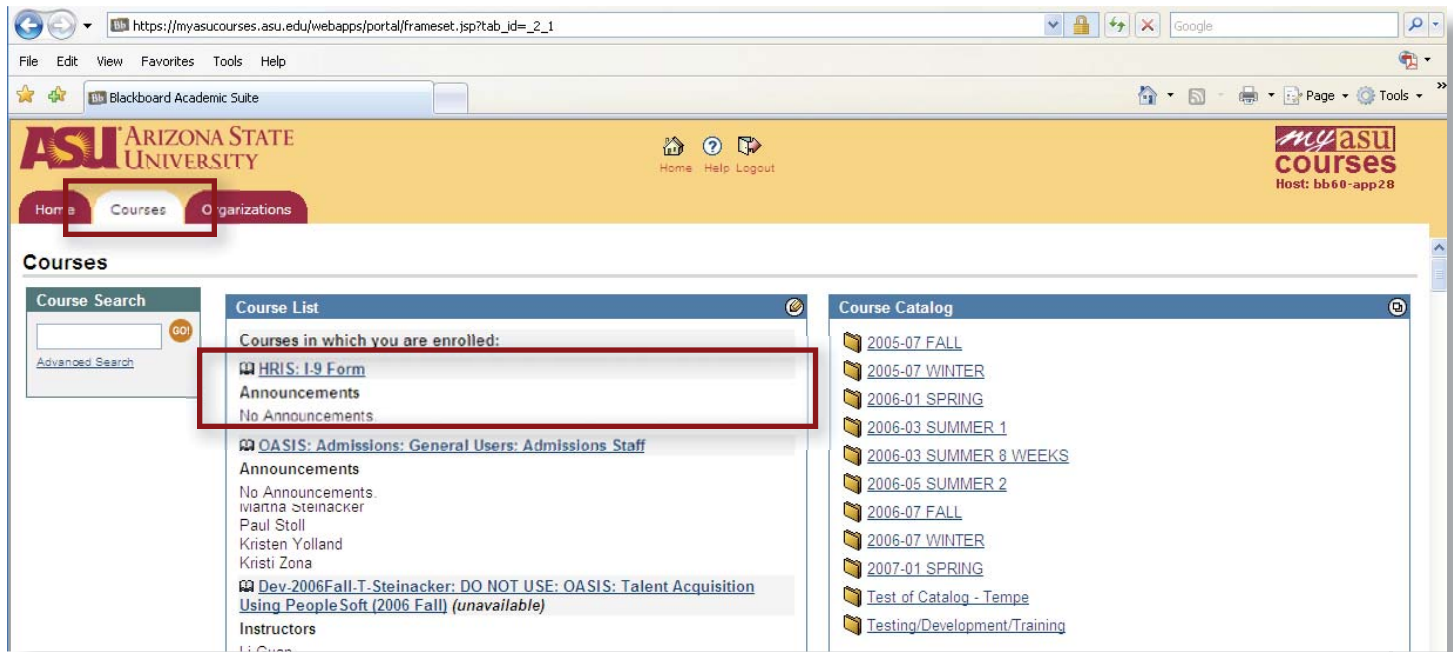
Step 1 - Click on the ASU Interactive Link on the ASU Home page.

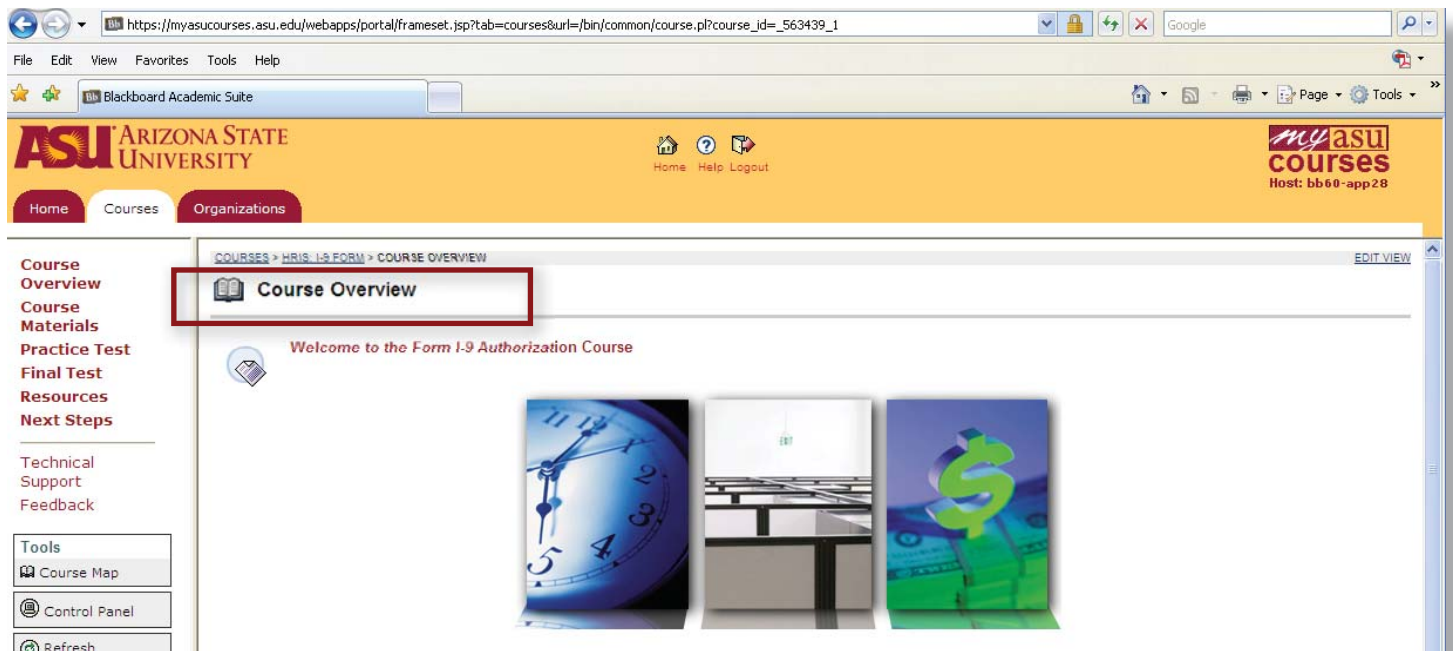**Step 2 -** Click on the My ASU Courses link in the upper left column of ASU Interactive.

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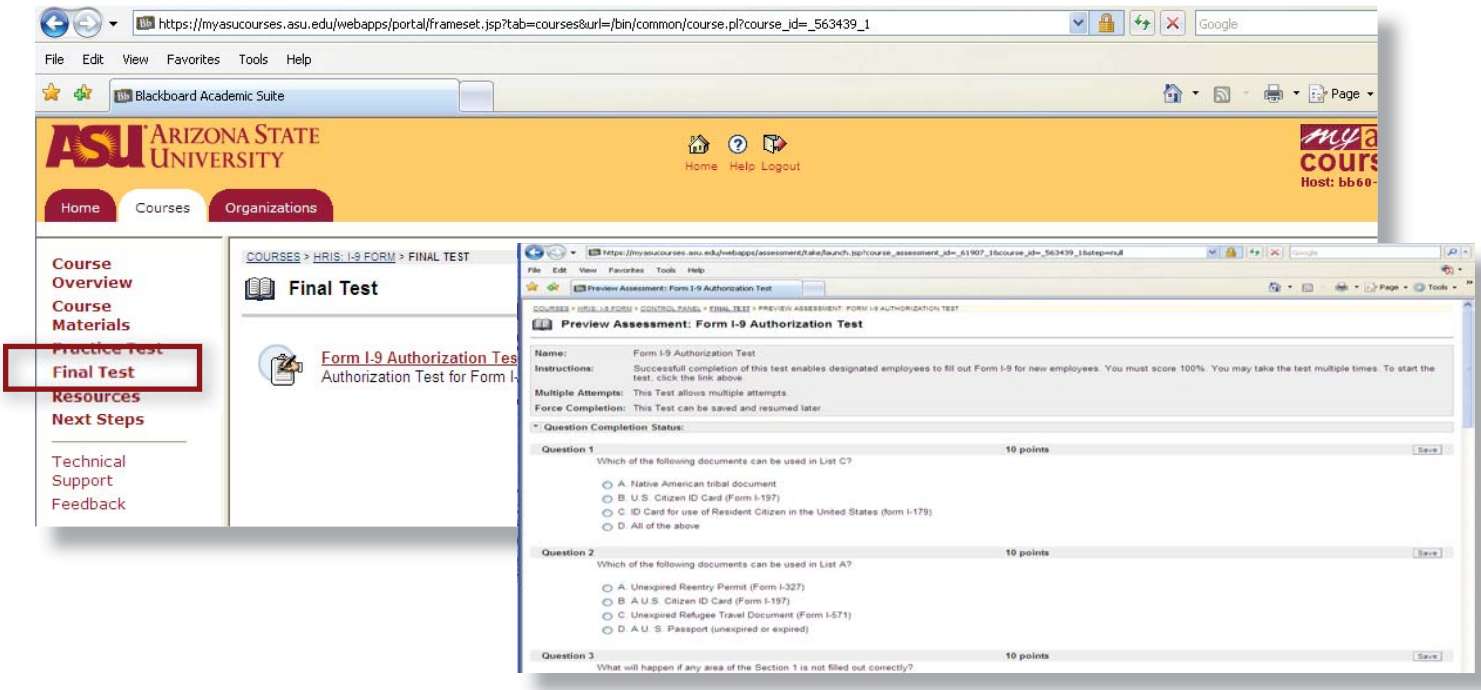

Step 4 - Read the Course Overview, then proceed to click through each link in the left column. They include:
Course Materials
Practice Test
Final Test
Resources
Next Steps

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

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.