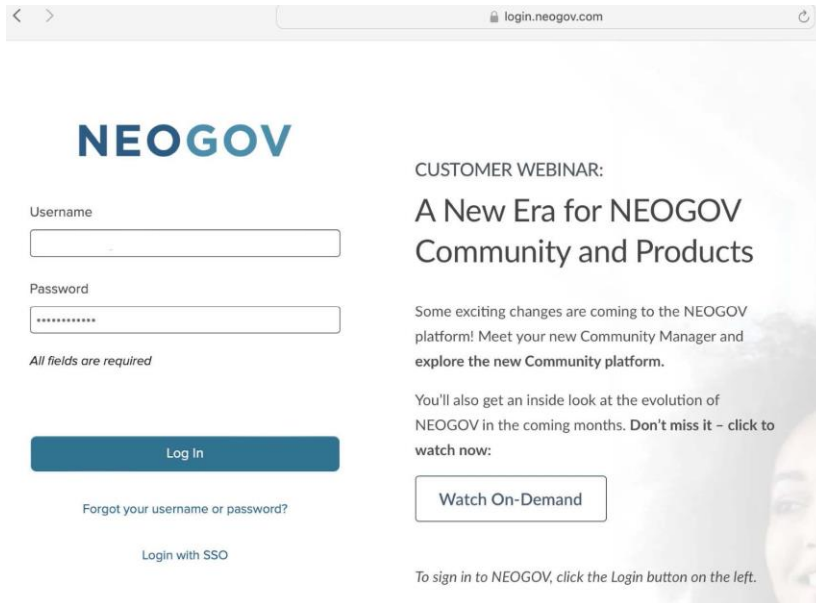


How to Access, Fill-Out, + Submit the Self-Attestation Form

Step 1: First, log into your NeoGov account at the following URL:

<https://unified.neogov.com/>

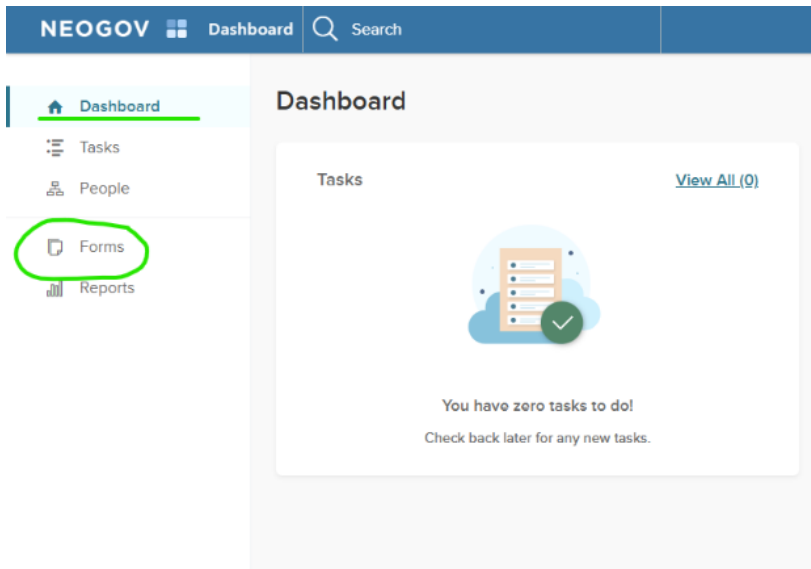
Step 2: Enter your **Username** (GCC email address) and **Password**.



The screenshot shows the login page for NeoGov. The page has a header with the NeoGov logo and a navigation bar. Below the logo, there are input fields for Username and Password, both with placeholder text. A "Log In" button is located below the password field. To the right of the login fields, there is a section titled "CUSTOMER WEBINAR: A New Era for NEOGOV Community and Products". This section includes a brief description of the webinar and a "Watch On-Demand" button. At the bottom of the page, there is a link for "Forgot your username or password?" and a "Login with SSO" option.

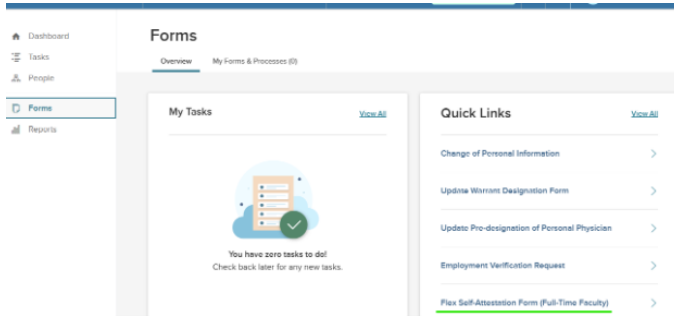
Step 3: You will arrive at your **Dashboard**.

Select the **Forms** tab on the right side of your screen.

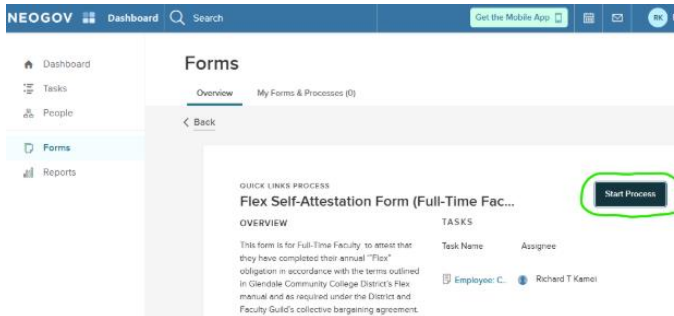


The screenshot shows the NeoGov dashboard. The top navigation bar includes the NeoGov logo, a "Dashboard" tab, and a search bar. The left sidebar contains a list of navigation items: Dashboard, Tasks, People, Forms, and Reports. The "Forms" item is highlighted with a red circle. The main content area displays the "Dashboard" title and a "Tasks" section. The "Tasks" section shows a message: "You have zero tasks to do! Check back later for any new tasks." There is also a "View All (0)" link next to the "Tasks" title.

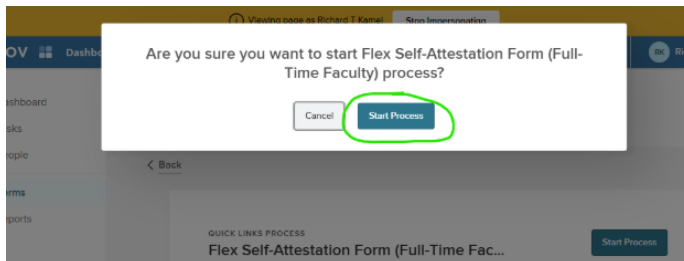
Step 4: Select your Flex Self-Attestation Form



Step 5: Click Start Process

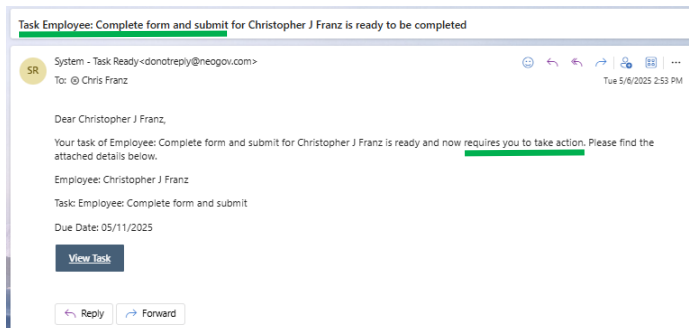


Step 6: Confirm that you want to Start Process



Note:

After starting the process, you'll receive the automatic email below asking you to "take action." You can disregard it if you immediately complete and submit the attestation, as confirmed in **Step 8**.



Step 7:

Read the form.

It will auto populate with your Employee Name and Position Title

NEOGOV eForms Search Christopher J Franz

Dashboard Employees Documents Processes Administrative Reports Bulk Progress

Self-Attestation Form (for full-time ... Cancel Save For Later **Submit**

GLENDALE
COMMUNITY COLLEGE

Self-Attestation Form (for full-time faculty)

I certify that I have completed my 2024-2025 annual "Flex" obligation.

Faculty assigned a full workload, with no release time or leave, shall be responsible for 15 "Flex" hours-per-semester worked. Faculty assigned less than a full workload, or granted release time or leave, shall be responsible for a pro-rated amount of 15 "Flex" hours-per-semester worked in accordance with the terms outlined in Glendale Community College District's Flex manual and as required under the District and Faculty Guild's collective bargaining agreement.

I further certify that I currently possess true and accurate records demonstrating compliance with this annual "Flex" professional development obligation.

Employee Name (Last, First) Christopher J Franz Position Title * Professional Development Coordinator

Signature ~~_____~~ Date Signed _____

SIGN HERE **+** 100% **-**

Click on the signature box to draw your signature

Employee Christopher J Franz Signature ~~_____~~

SIGN HERE

Draw Signature Use Full Name Clear

Accept Cancel

Step 7 (cont.): Click on the **calendar icon** and select today's date.

Then click **Submit**

A screenshot of a calendar interface. At the top, it shows the month 'May' and the year '2025'. Below this is a grid of days from Sunday to Saturday. The date '6' is highlighted in blue. At the bottom of the calendar, there are two buttons: 'Now' and 'Close'.

Step 8: You will receive confirmation that you've **successfully submitted** your attestation form, and your screen will indicate 100% complete.

A screenshot of the eForms application interface. At the top, there is a navigation bar with 'eForms' and a search bar. Below the navigation bar, there is a confirmation message: 'Form successfully submitted.' with a green checkmark icon. The main content area shows a progress bar for 'Flex Self-Attestation Form (Part-Time Faculty)' which is 100% complete. Below the progress bar, there is an 'OVERVIEW' section with text describing the form's purpose and an 'ASSIGNED BY' field with the name 'Valrica Dantzler'. There is also a 'TASKS' section with a table listing tasks and assignees.

CONGRATULATIONS!