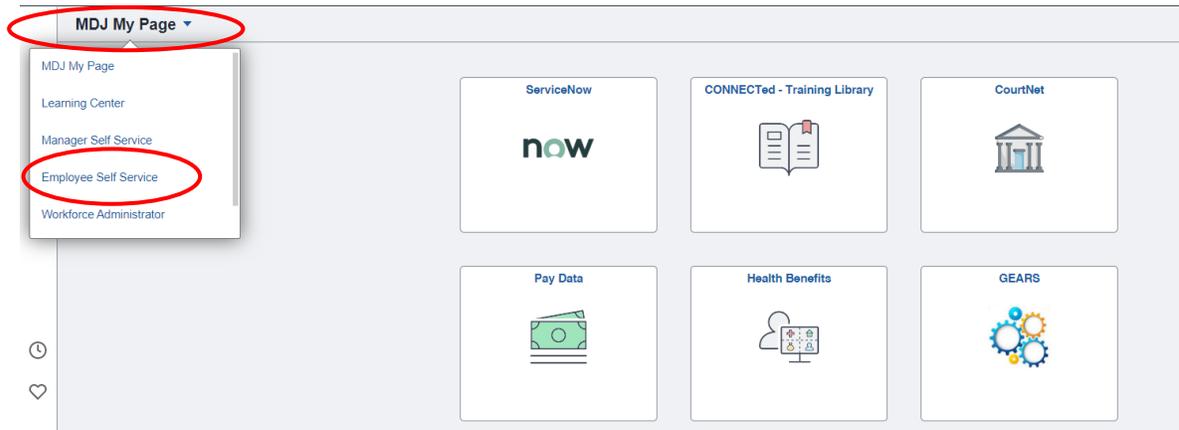




**Maryland Judiciary**  
**Department of Human Resources**  
**Completing Confidentiality Agreement**

To submit your Confidentiality Form in Connect:

1. Once you are logged into Connect, from your Home page, select **Employee Self Service** from the drop-down at the top left of the page.



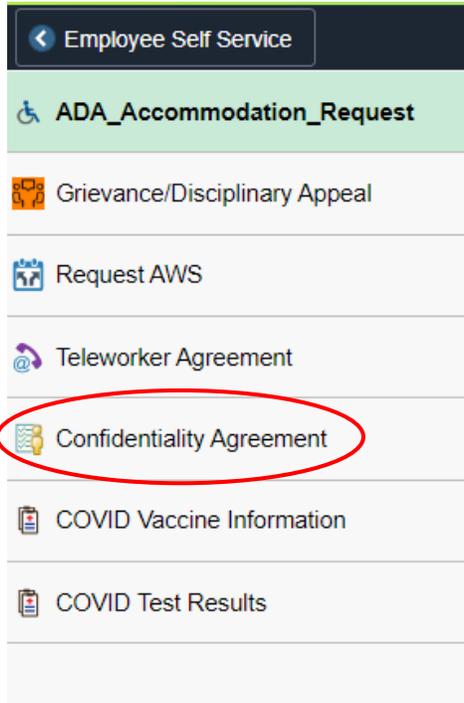
2. Click on the **Employee HR Forms** tile.



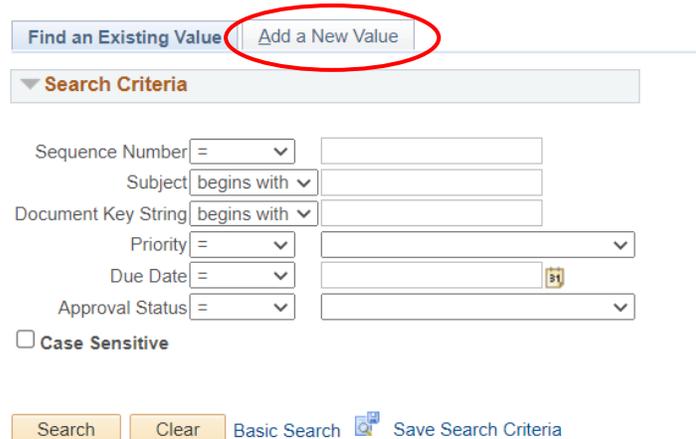


**Maryland Judiciary**  
**Department of Human Resources**  
**Completing Confidentiality Agreement**

3. From the left margin, click on **Confidentiality Agreement**.



4. Click **Add a New Value** tab.





**Maryland Judiciary**  
**Department of Human Resources**  
**Completing Confidentiality Agreement**

5. Your personal information will auto-populate.

Form | Instructions | Attachments

### Confidentiality Agreement

\*Subject CONFIDENTIAL

Status Initial

Information must be completed by the Employee.

**Note: Attachment signed by the Employee is required.**

\*Employee ID [ ]

\*Employee Name [ ]

\*Work Location MD Judicial Center

Effective Date 09/01/2022

The Confidentiality agreement must be read and signed by employee to acknowledge the understanding of the agreement. This document must be attached and uploaded in CONNECT.

Read & Understand

I acknowledge that I have read the contents of the confidentiality agreement and that the form has been signed and dated by me. This document is attached to the form.

Acknowledge

More Information

6. Read over the information and click in the box to add a check mark.

The Confidentiality agreement must be read and signed by employee to acknowledge the understanding of the agreement. This document must be attached and uploaded in CONNECT.

Read & Understand

I acknowledge that I have read the contents of the confidentiality agreement and that the form has been signed and dated by me. This document is attached to the form.

Acknowledge





**Maryland Judiciary**  
**Department of Human Resources**  
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10. Go back to the form tab and click **Submit**.

Seq Nbr 27715 **Confidentiality Agreement**

\*Subject CONFIDENT form for [redacted]

Status Initial Preview Approval Submit

Information must be completed by Employee or Manager.

**Note: Attachment signed by both Employee and Manager required.**

11. If you would like to access your submitted form, return to **Confidentiality Agreement**, select **Find an Existing Value** tab, and click **Search**. Forms that you have completed will be listed.

**Search/Fill a Form**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

**Search Criteria**

Sequence Number = [ ] [ ]

Subject begins with [ ] [ ]

Document Key String begins with [ ] [ ]

Priority = [ ] [ ]

Due Date = [ ] [ ] [ ]

Approval Status = [ ] [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

**If you have any questions about *HRIS* or *Connect*, please contact a member of the HRIS Team at 410.260.6550.**