**Query Statement of Understanding Form (CND-018)**

When requesting a query role the CND-018 form must be completed. The form is now online within HEMS. The following is the navigation path:

**NavBar>Self Service>Forms>Query Statement of Understanding**

 **1. Enter your emplid and search**

**2. Read through the form and click the check box in the Acknowledgement section and click submit.**

This will automatically enter the completion in the system and notify the system office that it has been completed.