

Annual Requirements Update:

Just as a reminder, NASDA requires 3 annual “housekeeping” items at the beginning of each calendar year.

1. **Confidentiality form**- This is now being handled in iSolved electronically. Please acknowledge that you have read the information by checking the box (you actually have to open the document and read it for you to be able to move forward) AND sign it electronically. Please see the attached [memo](#) from Charlie on how to do this.
2. **Update your Driving License information in iSolved.** Please see the attached [file](#) for instructions on how to do this.
3. **Performance Evaluation**- If your supervisor has not contacted you about your annual performance appraisal this year, please ask them when it will be available for to review and sign in iSolved.

Please Note:

- **Auto Insurance information**- This is no longer required to be uploaded into iSolved. All vehicle driven for NASDA work purposes must still be insured but the paperwork does not need to be uploaded.
- **Security Awareness Training**- The date for the rollout of the training has not been determined yet. We will keep you posted.

[Memo - Annual Signatures on Confidentiality Form](#)

[How to Update Driver's License Info in iSolved](#)