

Navigation Overview

The application allows you to view, track, and edit your personnel information. It also lets you view important company information and announcements.

After reviewing this job aid, you should be able to:

- Log on and off the application
- Navigate the main areas of the application
- Change your password

Note

Your Application Administrator or IT department will provide you with the URL, username, and password to access the application. You will be prompted to change your password when you login for the first time.

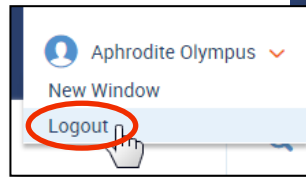
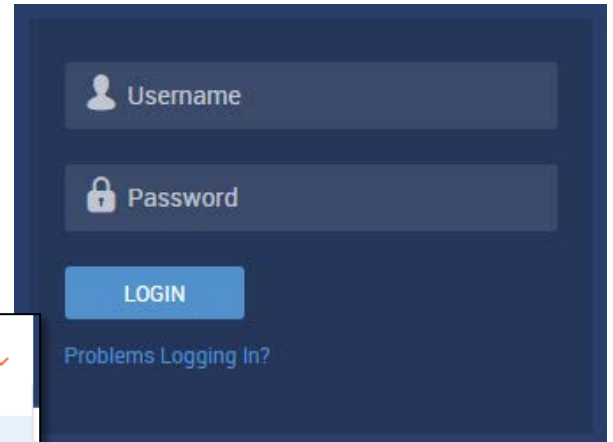
Logging on and off

To log on:

- 1 Access the application's log in screen from your web browser.
- 2 In the **Username** field, enter your user name.
- 3 In the **Password** field, enter your password.
- 4 Click **Login**. Your default page appears.

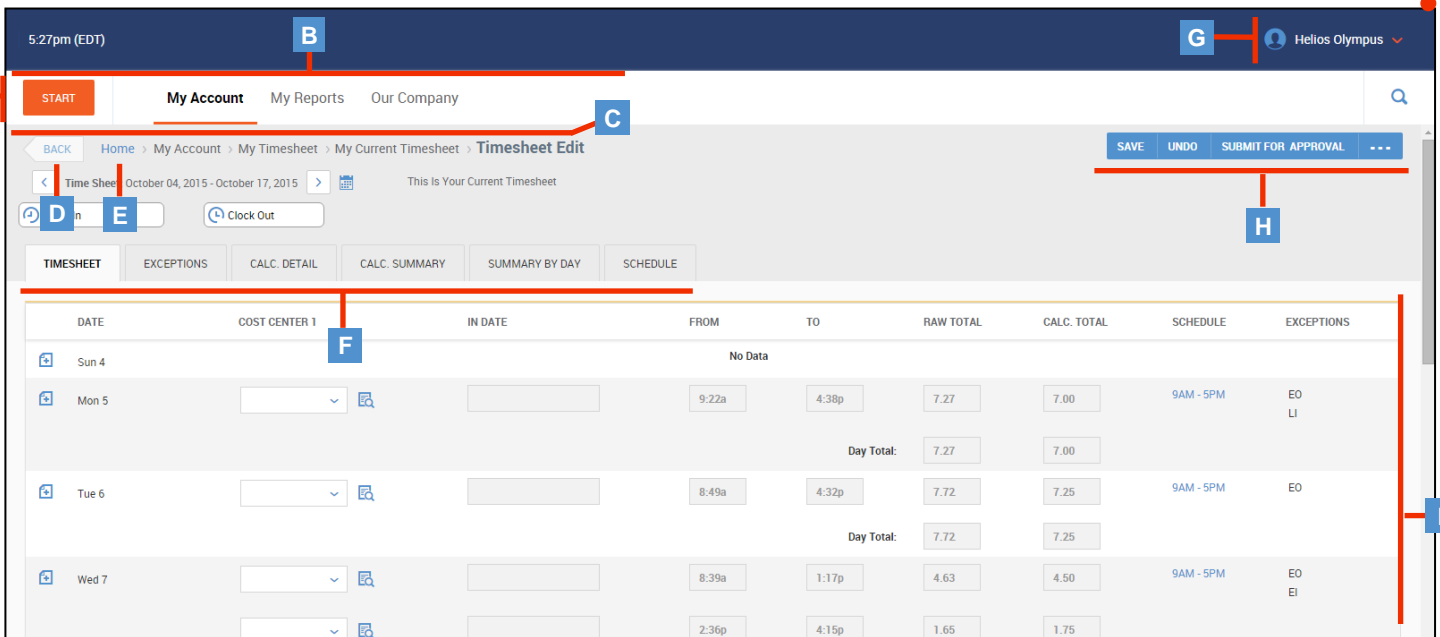
To log off:

- Click your name in the upper-right corner of the screen.
- Click **Logout** in the dropdown menu that appears.



Navigating My Account

You can access multiple areas within My Account. Understanding these areas will help you navigate the application. The following image shows a homepage view. The homepage view is configurable; though your view may be different from what you see here.



The screenshot shows the application's homepage with various navigation elements labeled A through I. A is the Start button, B is the Application tabs, C is the Breadcrumbs, D is the Back button, E is the Home button, F is the Tabs, G is the Upper right corner, H is the Options toolbar, and I is the Main workspace.

A Start button: Allows you to setup a menu containing categories of your favorite menu items.

B Application tabs: Key areas of the application to which you have access. These are drop-down menus.

C Breadcrumbs: Map that shows you where you are in the application. The Back button is located on the far left, which can take you to your previous screen.

D Back button: Takes you to the previous screen.

E Home button: Takes you to your default home screen.

F Tabs: Contain information split into more than one screen.

G Upper right corner: Allows you to open a new window and logout.

H Options toolbar: Provides access to actions you can take on the selected workspace.

I Main workspace: Area where you view information or perform specific tasks. Note that the layout of this area varies depending on the type of workspace you are in.

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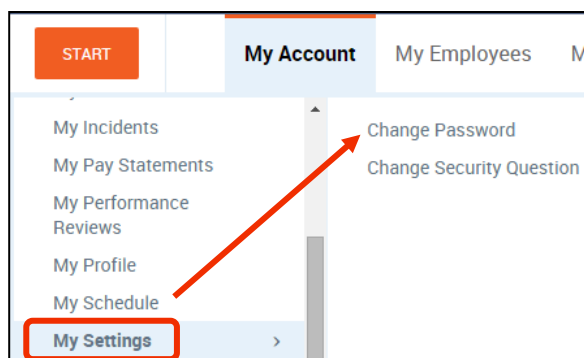
Changing your password

Changing your password is a good security practice. My Account gives you the ability to change your password at any time.

- 1 Select **My Account > My Settings > Change Password**.
- 2 In the **Old Password** field, enter your current password.
- 3 In the **New Password** field, enter your new password.
- 4 In **Confirm New Password** field, enter your new password again.
- 5 Click **Change Password**, located in the upper right corner.
- 6 Confirm that the **Password changed** notification appears at the top of the screen.

Note

Your password must contain at least eight characters and one of each of the follow character types: Upper Case Letter, Lower Case Letter, Number, and Symbol.



A screenshot of the 'Change Password' page. At the top, a warning message states: 'The New Password must be at least 8 characters long and contain at least one of each of the follow' (with a typo in the original image). Below the warning are three input fields: 'Old Password*', 'New Password*', and 'Confirm New Password*'. The page title is 'Change Password'.

