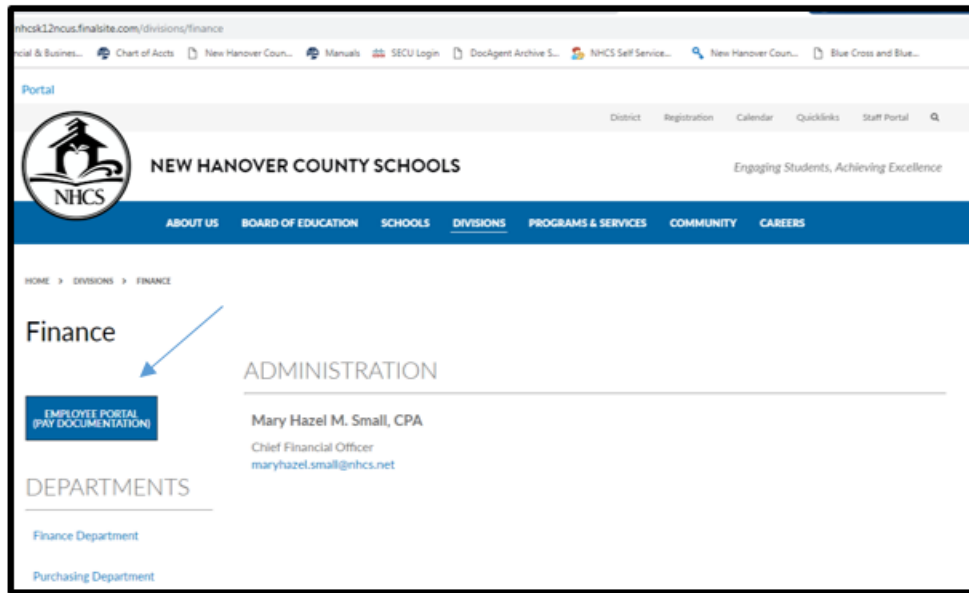


## Employee Portal Instructions

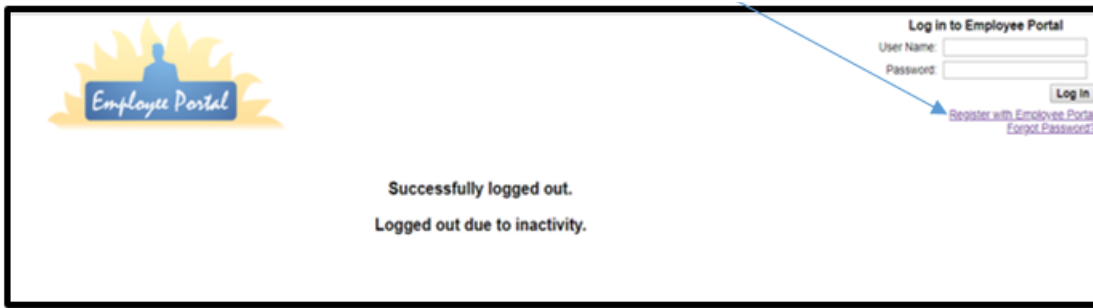
1. The NHCS employee portal can be accessed through the NHCS website. Links can be found:
  - a. on the private staff portal - Finance Department page.
  - b. on the public Finance Division page (illustrated below).
  - c. on the public Human Resources Division page, under the substitutes section.



Please find your situation below and follow the instructions for that status:

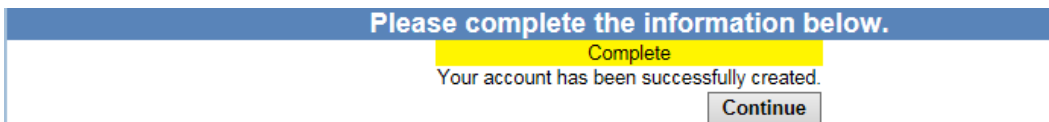
2. You are an active employee and have never used this site. Follow the instructions on the next page (steps 7 thru 12) showing you how to register with the employee portal.
3. You are no longer actively employed, but had created an account in the employee portal while you were employed. You can access the employee portal through one of the two public accesses noted in 1b or 1c above.
4. You are no longer actively employed and **never** created an account in the employee portal, please contact [Trudy.Ludwiczak@nhcs.net](mailto:Trudy.Ludwiczak@nhcs.net) to identify your needs.
5. Skip to step 13 if you need to reset your password.
6. Email [Tonice.Brewer@nhcs.net](mailto:Tonice.Brewer@nhcs.net) if your account has been locked out.

7. Click the “register with employee portal” link to create a log in account.



8. Complete the form.
- a. Your first name and last name must be typed as it appears on your social security card.
  - b. The user name will be one that you create.
  - c. Password length minimum: 5. Non-alphanumeric characters required: 1.
  - d. Password must be 5-20 characters and contain 1 non alphanumeric character(s). The following characters are considered to be non-alphanumeric: !@#%\$%^&\*().
9. Click the register button.

10. Click the continue button once your account has been successfully created.

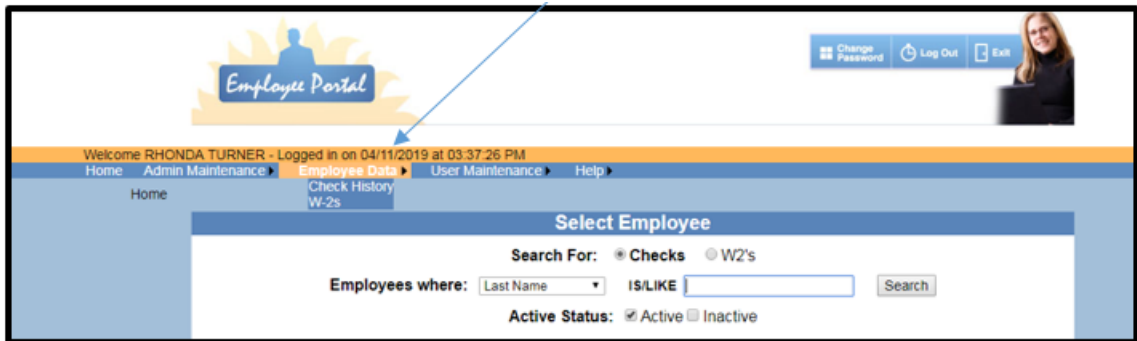


11. Enter your new user name and password. Click the log in button.



The screenshot shows the 'Employee Portal' login page. On the left is the 'Employee Portal' logo. On the right, under the heading 'Log in to Employee Portal', there are input fields for 'User Name' and 'Password', followed by a 'Log In' button. Below the login fields are two links: 'Register with Employee Portal' and 'Forgot Password?'.

12. Once you are logged into the system select "employee data" to view your check history or W-2 information.



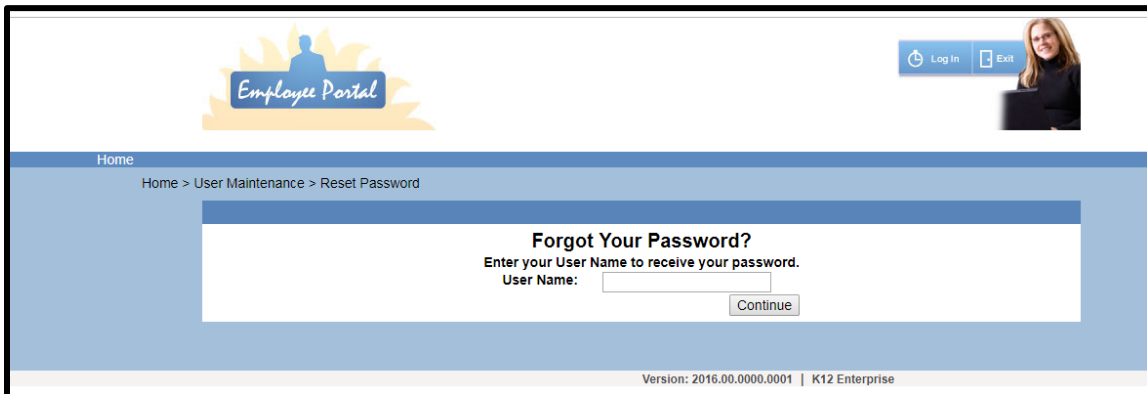
The screenshot shows the 'Employee Portal' dashboard after logging in. The user is identified as 'RHONDA TURNER' and the login time is '04/11/2019 at 03:37:26 PM'. The navigation menu includes 'Home', 'Admin Maintenance', 'Employee Data', 'User Maintenance', and 'Help'. The 'Employee Data' menu is expanded, showing 'Check History' and 'W-2s'. The main content area is titled 'Select Employee' and features a search form with options for 'Checks' and 'W2's', a search field for 'IS/LIKE', and an 'Active Status' filter with 'Active' and 'Inactive' checkboxes.

13. To reset your password, select the "forgot password" link.



This screenshot is identical to the one in step 11, showing the 'Employee Portal' login page. A blue arrow points to the 'Forgot Password?' link located below the 'Log In' button.

14. Enter your user name and press the continue button. A temporary password will be sent to the email address that will be displayed on the screen. Please follow the instructions in your email to change your password.



The screenshot shows the 'Forgot Your Password?' page. The breadcrumb trail is 'Home > User Maintenance > Reset Password'. The main heading is 'Forgot Your Password?' with the instruction 'Enter your User Name to receive your password.' Below this is a 'User Name:' input field and a 'Continue' button. The footer of the page reads 'Version: 2016.00.0000.0001 | K12 Enterprise'.