

The YOSS Platform – End User Guide

Your employer utilizes The YOSS Platform for many of your Finance and HR Topics. The YOSS Platform is a simple to use web-based HR & Finance Software which allows you 24/7 access to important documents such as your pay stubs. Our team has compiled this guide as a useful resource to assist you in accessing the platform.

How do I register?

1. Visit <https://yossplatform.com/login.aspx>

- 2.) Click on "Register as a New User"
 - a. Users have two choices when completing the New User process
 - i. SSN, Last Name and Date of Birth
 - ii. Company Code (as provided by your HR Department), Employee ID, and Date of Birth
 - b. **When implementing The YOSS Platform, emails are not always available. As such, it is possible your email is not pre-loaded in the system so you may be required to register using option two. Once registered, you can update your profile with your email for use when logging in moving forward should you wish to.**
 - c. **You may be prompted to enter a Company Code.** Our district's code is "GCSS".
- 3.) Review the registration page and select the organization that you wish to register with.

Organization Name	Email	Is Registered?	Are Email Changes Allowed?	Action
				Register

- 4.) Once you enter your details and are verified, you will create a password
- i. Passwords must include at least 8 characters with at least 1 upper case, 1 lower case, 1 number, and 1 special character.

How do I login?

5.) Visit <https://yossplatform.com/login.aspx>

6.) Two Login Methods

a. Using your email and password

Sign into The YOSS Platform

Enter your details below.

EMAIL ADDRESS

Enter your Email Address

PASSWORD

Enter your Password

☐ Remember Me

[Forgot Password ?](#)

LOGIN

i.

[Prefer to use your company code and employee number?](#)

b. Using your Company Code, Employee ID, and password

Sign into The YOSS Platform

Enter your details below.

COMPANY CODE

Enter your Company Code

EMPLOYEE ID

Enter your Employee Id

PASSWORD

Enter your Password

☐ Remember Me

[Forgot Password ?](#)

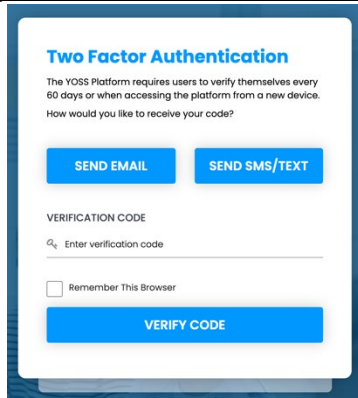
LOGIN

i.

[Prefer to use Email address?](#)

How do I set-up and use the Two-Factor Security?

1. Anytime you login from a new device you will be prompted to complete a Two-Factor Security Check. The below screen will display



- a.
 - b. You can verify using your email on file or your verified mobile SMS number if also verified.
 - c. Once you click "Send" **do not refresh your page** or you will be required to re-start.
 - d. Upon typing in the verification code, you can click "Remember This Browser" and you will not be prompted for a code for 60 days.
2. If your profile does not have an email or verified mobile number, you will be prompted to enter and verify those details before proceeding.