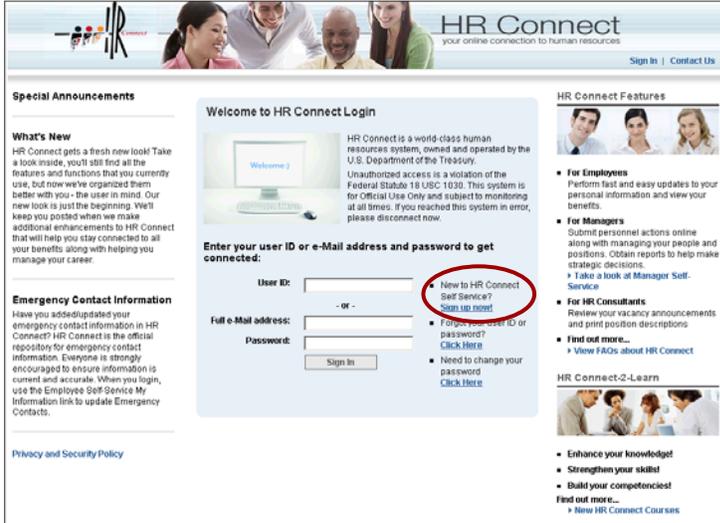
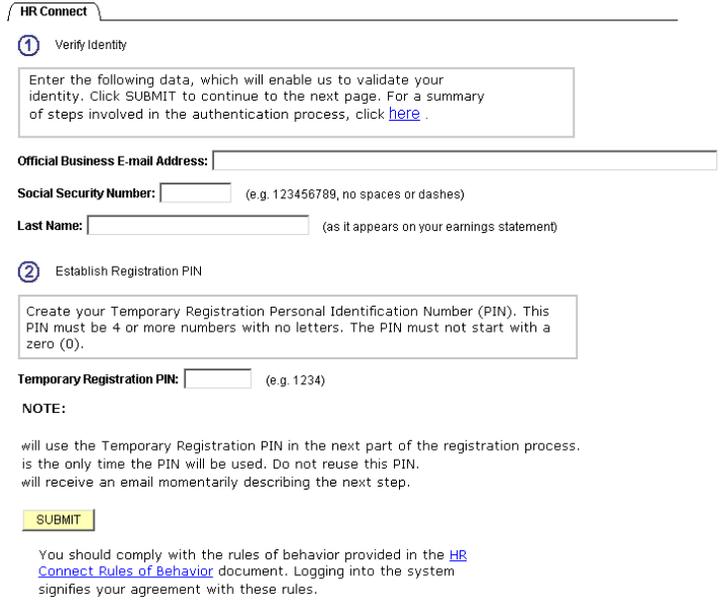
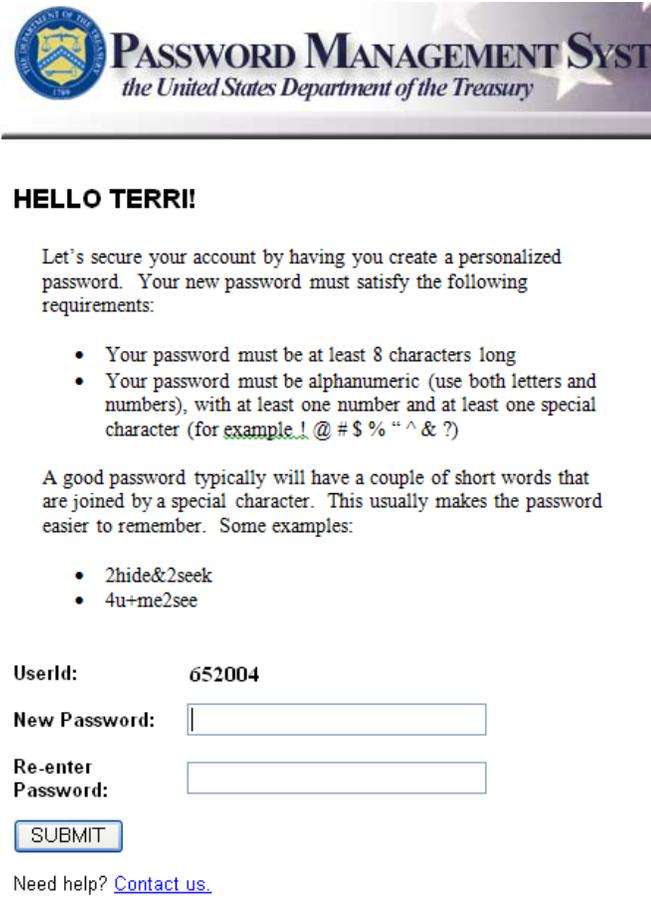
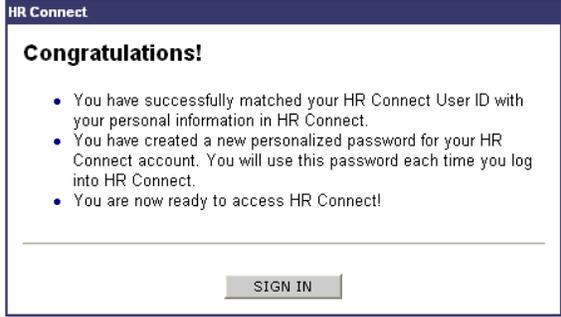


Requesting User ID and Password—New User

HR Connect is Treasury's primary human resource system that provides a broad range of applications, services and information to HR offices, employees, and managers. To access HR Connect, a user must obtain a user ID and password. This job aid will guide you through the steps to obtain a user ID and password.

| Action | Screen Image |
|---|--|
| <ol style="list-style-type: none"> Go to https://www.hrconnect.treas.gov. On the login page, select the Sign up now link. |  |
| <p>The signup page displays.</p> <ol style="list-style-type: none"> Enter your official business e-mail address. Enter your social security number (omit dashes). Enter your last name. Enter a temporary registration pin. Use something easy to remember, like 1234. Make a note of the temporary pin, it will be used again in this process. Select the SUBMIT button. |  |
| <p>A confirmation page displays.</p> <ol style="list-style-type: none"> Close all browser windows. |  |

| Action | Screen Image |
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| <p>9. Check your e-mail.</p> <p>You will receive an e-mail that contains:</p> <ul style="list-style-type: none"> Your user ID A temporary password. A link to the Password Management System. <p>10. Note your user ID. This will be used every time you log into HR Connect.</p> <p>11. Either:</p> <ul style="list-style-type: none"> Note the temporary password, or Highlight and copy the temporary password. Be careful not to copy any extra spaces before or after the password. <p>12. Select the link in the e-mail.</p> | <p>Hi Diane,</p> <p>This email contains your User ID, temporary password and a web address you will need to complete the New User <i>HR Connect</i> Registration Form. Please note your User ID; it must be used to access <i>HR Connect</i> in the future.</p> <p>To complete the <i>HR Connect</i> Registration process, click on the link below and enter your TEMPORARY PASSWORD from this email and the TEMPORARY REGISTRATION PIN you created earlier in this process.</p> <p>User ID: 672002 Temporary Password: c9a43y2z</p> <p>Click here to continue: (*) https://hrtest-mast1.net.treas.gov/pwms2/auth?=1202&uid=672002/</p> <p>(*) Attention – for those who use Lotus Notes or another non-MS-Outlook email system: Instead of clicking on the link above, <u>copy the URL link provided above and paste</u> it in the address bar of your Internet Explorer browser.</p> <p>If you have questions or need help, please contact your HR Connect Helpdesk.</p> <p>This message was sent from an automated system that cannot receive e-mails. Please do not reply to this message.</p> |
| <p>The Password Management System page displays.</p> <p>13. In the temp password field, enter or paste the temporary password provided in the e-mail.</p> <p>14. Enter the temporary registration pin you created in Step 6 in the registration pin field.</p> <p>15. Select the SUBMIT button.</p> | |
| <p>You will now be requested to create your password.</p> <p>16. Enter a new password, following these guidelines:</p> <ul style="list-style-type: none"> Password must be at least 8 characters Must be alphanumeric (letters and numbers) Must contain at least one number and one special character such as ! @ # \$ % ^ & * ? The password is case sensitive so be sure you take note of how you enter the password. TIP: Check first to see if your CAPS LOCK is on. <p>17. Enter your password again.</p> <p>18. Select the SUBMIT button.</p> |  <p>HELLO TERRI!</p> <p>Let's secure your account by having you create a personalized password. Your new password must satisfy the following requirements:</p> <ul style="list-style-type: none"> Your password must be at least 8 characters long Your password must be alphanumeric (use both letters and numbers), with at least one number and at least one special character (for example ! @ # \$ % ^ & * ?) <p>A good password typically will have a couple of short words that are joined by a special character. This usually makes the password easier to remember. Some examples:</p> <ul style="list-style-type: none"> 2hide&2seek 4u+me2see <p>UserId: 652004</p> <p>New Password: <input type="password"/></p> <p>Re-enter Password: <input type="password"/></p> <p><input type="button" value="SUBMIT"/></p> <p>Need help? Contact us.</p> |

| Action | Screen Image |
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| <p>A congratulations screen displays.</p> <p>19. Select the SIGN IN button to proceed to HR Connect.</p> |  <p>The screenshot shows a dark blue header with 'HR Connect' in white. Below it, the word 'Congratulations!' is in bold. A bulleted list contains three items: 'You have successfully matched your HR Connect User ID with your personal information in HR Connect.', 'You have created a new personalized password for your HR Connect account. You will use this password each time you log into HR Connect.', and 'You are now ready to access HR Connect!'. At the bottom center, there is a grey button with the text 'SIGN IN'.</p> |
| <p>20. Enter your User ID or full e-mail address. 21. Enter the password you created in Step 16. 22. Select the Sign In button.</p> <p>You have now successfully signed in to HR Connect.</p> <p>Your HR Connect home page displays. Your home page is customized with tabs for each of your assigned roles. HR Connect assigns these roles with a process that runs several times a day. If a tab is not present, wait a few hours and login again. Your personal data may be checked by selecting the My Information link on the Employee tab.</p> |  <p>The screenshot shows a light blue header with 'Welcome to HR Connect Login'. On the left is a small image of a computer monitor displaying 'Welcome :)'. To the right of the image is a paragraph of text: 'HR Connect is a world-class human resources system, owned and operated by the U.S. Department of the Treasury. Unauthorized access is a violation of the Federal Statute 18 USC 1030. This system is for Official Use Only and subject to monitoring at all times. If you reached this system in error, please disconnect now.' Below this is a section titled 'Enter your user ID or e-Mail address and password to get connected:'. It contains three input fields: 'User ID:', 'Full e-Mail address:', and 'Password:'. Between the first and second fields is '- or -'. To the right of the input fields are three bullet points with links: 'New to HR Connect Self Service? Sign up now!', 'Forgot your user ID or password? Click Here', and 'Need to change your password Click Here'. A red box highlights the 'Sign In' button at the bottom of the form.</p> |