Accessing the System   Chapter 1 Section 2

Logon and Logoff Procedure	**Logon** - To begin using EHRP, complete the following logon procedure:

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1. Enter the designated URL in the Internet browser window's address box.
2. When the PeopleSoft Sign In window appears, enter your User ID and Password.
3. Click **Sign In** to login.

Logoff - To exit EHRP, complete the following logoff procedure:
1. Close all pages using either the save or cancel method.
2. Exit the window in which you were working, such as Administer Workforce, by clicking **Sign Out** in the upper right corner of the window.

If you have difficulty with your user ID or password, contact your EHRP Help PoC (Point of Contact).

Password

Upon first logging into to EHRP, you will be prompted to change your password before gaining access to the system. When this happens, enter a new password in the dialog box.

Due to system security, you will be prompted to change your password every 90 days.

If you forget your password after changing it, you can have the system generate a new password and have it emailed to you. Below illustrates how to get into the system when a password is forgotten.

1. Navigate to: PeopleTools> Maintain Security> Use> Forgot My Password.
2. On the Forgot My Password page, enter the User ID.
3. Click Continue.
4. On the Email New Password page make sure the system is set to send the new password to the appropriate email address.
5. Respond to the validation question.
6. Click Email New Password.

EHRP Security

- **Access -** Due to the extensive data available in EHRP, security restrictions govern the access that each user has to the system's information. EHRP data is controlled through row-level and department security. This means that each EHRP user will only have access to information in the database that pertains to employees within his/her department. Each EHRP user will have access to different EHRP pages based on his/her security as well.

- **User Profile and Password -** An EHRP user profile and password is provided to each EHRP user in order to enforce EHRP security. Access into EHRP requires that your user profile and password be recognized and accepted by the system.

- **Roles -** Many users that work in the same department have identical access to information. For this reason, roles (classes) have been created. These roles allow multiple users to be assigned the same levels of access without having to individually grant users permission to the databases. Not only does one class contain multiple user profiles, but also many user profiles have multiple roles.

- **Security -** Security precautions within EHRP are increasingly critical. Once the system recognizes and accepts your user profile and password, any transaction that you process within EHRP will be connected to your user profile. Therefore, avoid allowing others to enter or process transactions within EHRP under your user profile.

- **Automatic Shutdown -** EHRP will automatically shut down if the system is unused for 18 minutes. If this occurs, you simply need to logon again. Any work that has not been saved will be lost. It is also important to note that you must complete the task prior to saving since EHRP is unlike IMPACT, which allowed you to perform tasks in segments.