



HR Portal User Guide: Accessing HR Content on the NIH Portal



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NIH PORTAL

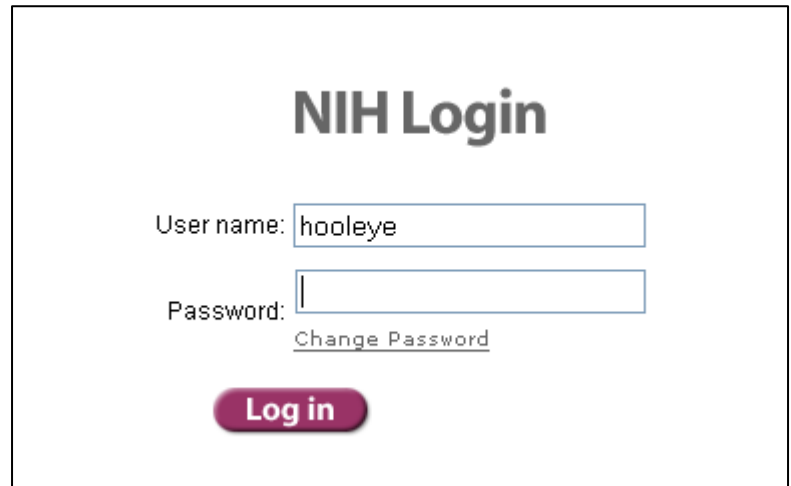
The Human Capital Group (HCG) is committed to using the NIH Portal as the NIH-Intranet and is moving to provide access to Human Resources (HR) systems and HR content of relevance to NIH employees on the NIH Portal. HR content of interest to the general public or job-seekers will also be available on the NIH Jobs website.

Access to HR systems is provided through “portlets” or “gadgets” that are available on individual user’s **My Page** or through the **HR Community**. Access to human resources documents and information are available in the **Document Directory**, which users can browse to, or find through utilizing the NIH Portal’s search functionality.

This document explains how to navigate the NIH Portal and how to most effectively find the human resources content available on the NIH Portal.

How to log into the Portal:

1. From the portal login <https://my.nih.gov>
2. Enter your NT User Name
3. Enter your NT Password and click on the **Log in** button
4. Your NIH Portal My Page displays.



The screenshot shows the NIH Login page. At the top, it says "NIH Login". Below that, there are two input fields: "User name:" with the text "hooleye" entered, and "Password:" which is empty. Below the password field is a link that says "Change Password". At the bottom of the form is a red button with the text "Log in".

How to navigate the NIH Portal

The key to navigating around in the NIH Portal are the tabs at the top of the page:

- My Pages
- My Communities
- Directory



Also note the Document Search box at the top right of the page. These are the keys to finding information and accessing systems/databases.



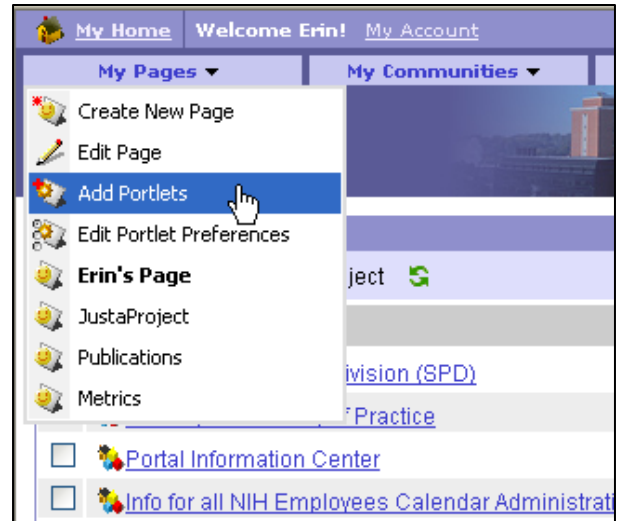
The screenshot shows a search box with the label "Search:". To the right of the input field are three icons: a play button, a plus sign, and a magnifying glass.

MY PAGE

When you log onto the NIH Portal you will automatically be taken to your My Page. Initially this page is populated with some standard portlets, but you may configure your My Page any way you wish. You can remove and add portlets and arrange them according to your work needs.

How to add Human Resources portlets to the My Page

1. Click **My Pages** and select **Add Portlets**
2. Click on the **Human Resources** folder
3. Scroll through and select gadgets of interest, click on **Add to My Page**
4. Next select **Finish** to be taken back to your **My Page**



Portlets Browse All Folders

Add Portlets to your page by searching for Portlets or browse the hierarchy below. A Portlet Bundle is a group of related Portlets. You can choose all of the Portlets in the Bundle by clicking Add; choose individual Portlets by clicking the name of the Bundle. [Help](#)

Sort by: Relevance

Original search for: Restricted to **Human Resources**

Your search:
Folder: Admin Objects Directory
Text: *

Results from your search: 23. Showing: 11-20.

	Name	Portlet Size	Last Modified
<input checked="" type="checkbox"/>	WITS Launch Pad Provides OHR employees with the ability to launch WITS without having to log in.	Narrow	3/17/05 3:17 PM
<input checked="" type="checkbox"/>	HR Contacts Admin	Wide	3/25/05 8:27 AM
<input type="checkbox"/>	Latest Human Resources (HR) Documents	Narrow	3/17/05 3:17 PM
<input type="checkbox"/>	Human Resources News & Events	Narrow	3/17/05 3:17 PM
<input type="checkbox"/>	Commissioned Corps Updates	Narrow	3/17/05 3:17 PM
<input checked="" type="checkbox"/>	New HR Standard Operating Procedures (SOPs) Posted on the NIH Portal	Narrow	3/17/05 3:17 PM

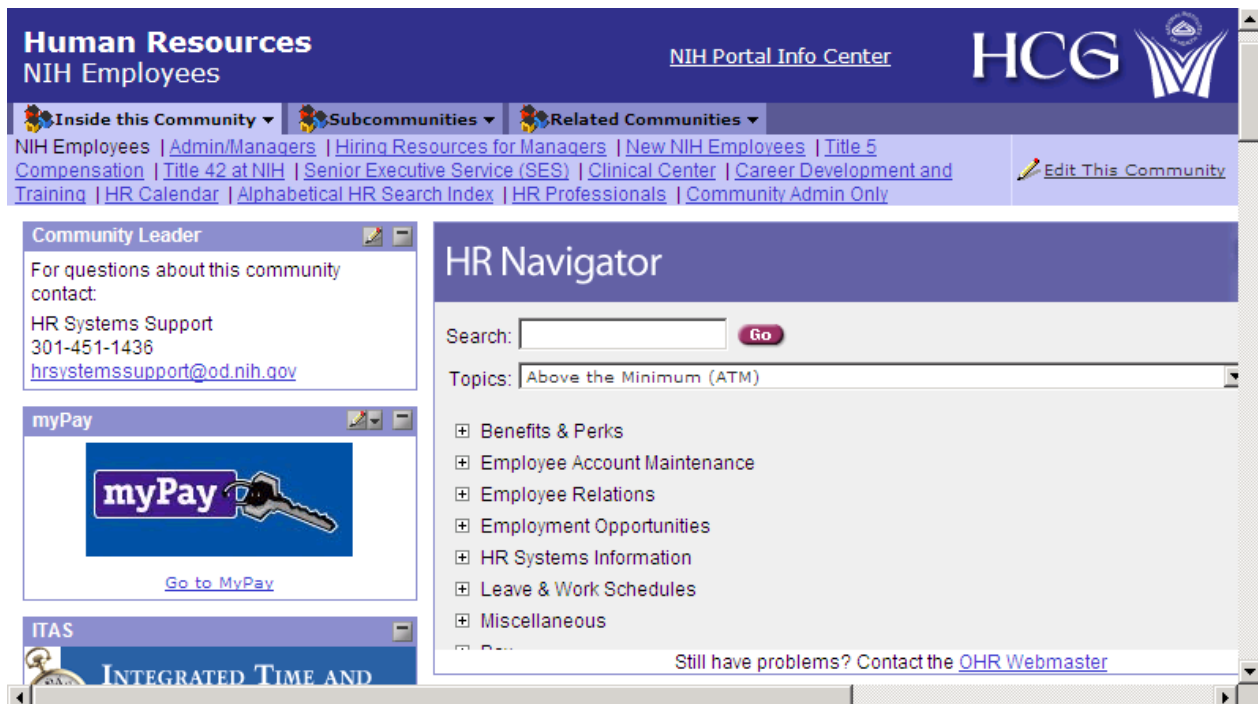
You have selected:
Federal Government Operating Status, Projects, Exchange Calendar, Exchange Mail, My Bookmarks, ITAS Launch Pad, Employee Express, HRIBS Launch Pad, WITS Launch Pad, HR Contacts Admin, Who Are My HR Contacts?, Weather, New HR Standard Operating Procedures (SOPs) Posted on the NIH Portal, NIH Mail Stops, Delegations of Authority, NIH Shuttle Schedule, Information for Employees, NIH Record

HUMAN RESOURCES COMMUNITY

Although NIH employees can add HR portlets or gadgets to their My Page, the Human Resources Community serves to hold all of the HR and HR-related portlets that NIH employees might need to access.

How to access the Human Resources Community

1. Click on the My Communities tab to pull up a list of pages
2. Click on the **Human Resources** link
3. You will see the first page of the Human Resources community, to view the other three pages, click on the **HR Professionals**, the **HR Info for Managers**, or the **HR Calendar** link.



DOCUMENT DIRECTORY

How to search the Document Directory



1. To search the Document Directory type a keyword or search term in the box and click the arrow.
2. A list of folders, documents, gadgets, tasks, calendar items and communities that meet the search criteria will be displayed.

Search Again: Entire Portal | leave without pay | Advanced Search | Save this Search

Search Results Edit

Sort by: Relevance

Results from your search: 313. Showing: 1-10.

Rank	Name	Last Modified
1	NIH/OHR - Federal Employee Health Benefits (FEHB) Options While in Leave Without Pay or Insufficient Pay Status (.doc) ... FEDERAL EMPLOYEE HEALTH BENEFITS (FEHB) OPTIONS WHILE IN LEAVE WITHOUT PAY OR INSUFFICIENT PAY STATUS Name of Employee: Date: You must respond within 31 days (45 ... pay premiums either through direct pay or salary withholding; or incur a debt to be paid upon return to pay status (on pre-tax basis through withholding of your salary check ... (Properties) ...ent Director\Administration\Human Resources (HR)\Benefits\Health Insurance\Leave Without Pay (LWOP)	4/4/05 6:00 PM
2	SOP - Leave Without Pay (LWOP) and Benefits ... that the Benefits & Payroll Liaison Branch (BPLB) will follow when an employee is placed on leave without pay (LWOP) status ... (Properties) ... & Standard Operating Procedures (SOPs) - HR\HR Standard Operating Procedures (SOPs)\SOPs on Benefits	4/1/05 11:15 AM
3	OPM - Leave Without Pay ... Leave without pay (LWOP) is a temporary nonpay status and absence from duty that, in most cases, is ... (Properties) \Document Director\Administration\Human Resources (HR)\Work Schedules, Leave & Holidays\Leave	11/15/04 10:38 AM
4	Leave Without Pay (LWOP) No summary available. (Properties) ...ent Director\Administration\Human Resources (HR)\Benefits\Health Insurance\Leave Without Pay (LWOP)	3/18/05 2:07 PM
5	NIH/OHR - WITS Job Aid - Leave Without Pay (LWOP) Sample (.pdf) 1. HR Assistant initiates LWOP action input sheet. (Properties) ...Databases, Software, Systems & Tools - HR\Workflow Information Tracking System (WITS)\WITS Job Aids	11/5/04 10:13 AM

How to browse the Directory

The document directory contains information and documents

1. Click in the **Directory** tab
2. Select **Browse Documents**



3. Choose the **Human Resources (HR)** link under the **Administration** folder.
4. The sub-folders for Human Resources are displayed

Related Communities

- Human Resources

Related Portlets

- Benefits Quick Links
- CareerHere
- CareerHere - Admin Login

View All...

Related Experts

- NIH-ADIBoothA
- NIH-ADIhooleve

Subfolders in "Human Resources (HR)"

- Awards
 - Commissioned Corps Awards, HHS Secretary's Award for Distinguished Service, NIH & HHS Awards Forms, NIH Director's Award, NIH Employee Referral Award Program...
- Benefits
 - Change Your Benefits, Designations of Beneficiary, Employee Express Information, Flexible Spending Accounts (FSA), Health Insurance...
- Classification
 - Criteria for Determining Sensitive and Critical Positions, Digest of Significant Classification Decisions and Opinions, Federal Wage System Documents, Financial Disclosure Reporting Requirements, General Schedule (GS) Guidance...
- Commissioned Corps
 - Commissioned Corps Awards, Jobs, Payroll Issues, Performance, Policies...
- Computer Databases, Software, Systems & Tools - HR
 - Careers, DWAnalyze - HR, DWQuery - HR, Employee Express, Enterprise Human Resources and Payroll (EHRP) System...
- Employee Relations
 - EEO Diversity, Employee Discipline/Conflict Resolution, Employee Relations Information/Resources, ER Cases, Ethics & Workplace Standards...
- Employee Services
 - Employee Assistance Programs (EAP), Human Resources Contacts, Occupation Medical Services (OMS), Work Life Services
- Employment & Staffing
 - A-76 (Competition of Commercial Activities), Appointment Mechanisms & Special Programs, Buyouts, Career Movement and Advancement, Employment Forms...
- Forms & Applications - HR
 - Awards Forms, Benefits Forms, Commissioned Corps Forms, Employee Relations Forms, Employee Services Forms...
- HR Operations
 - HR Operations Forms
- Jobs
 - Applying for a Federal Job, Job Openings at NIH, Other Employment Resources, Science Training & Fellowships, Student Employment...
- Manual Chapters & Standard Operating Procedures (SOPs) - HR
 - DHHS Personnel Instructions, HR Standard Operating Procedures (SOPs), Intramural Research Sourcebook (IIR Sourcebook), NIH Delegations of Authority, NIH HR Manual Chapters & Policies...
- News & Events - HR
 - GovExec News, NIH HR News, Office of Personnel Management (OPM) News
- Office of Human Resources (OHR) at the NIH
 - Strategic Business Plan (Balanced Scorecard)
- Pay
 - **2005 NIH Salary and Pay Schedules, Base Pay Setting and Salary Administration, Historical Pay Tables, Pay Forms, Payroll Information...