

Employee Portal/Employee Self-Service FAQs

The existing “portal” is accessed by employees, faculty and students from multiple URLs which provide most of the same content but have been branded for each specific institution in the UNT World (my.unt.edu, my.unthsc.edu, my.untDallas.edu, mylaw.untDallas.edu and my.untsystem.edu).

The Campus Solutions Fluid steering committee has approved to utilize all of the institution specific URLs (other than **my.untsystem.edu**) to implement fluid functionality of Campus Solutions.

Employees will no longer be able to directly access employee self-service content found on the Human Resources tab from their institution specific URLs.

Which URL should I use for Employee Self Service (Human Resources, Payroll, Timekeeping, Reports, Concur Travel etc.)?

All employees (faculty, staff, and hourly) should use my.untsystem.edu going forward for employee self-service functions.

Will I be able to navigate to Employee Portal if I am in Faculty Home Page (Faculty Center)?

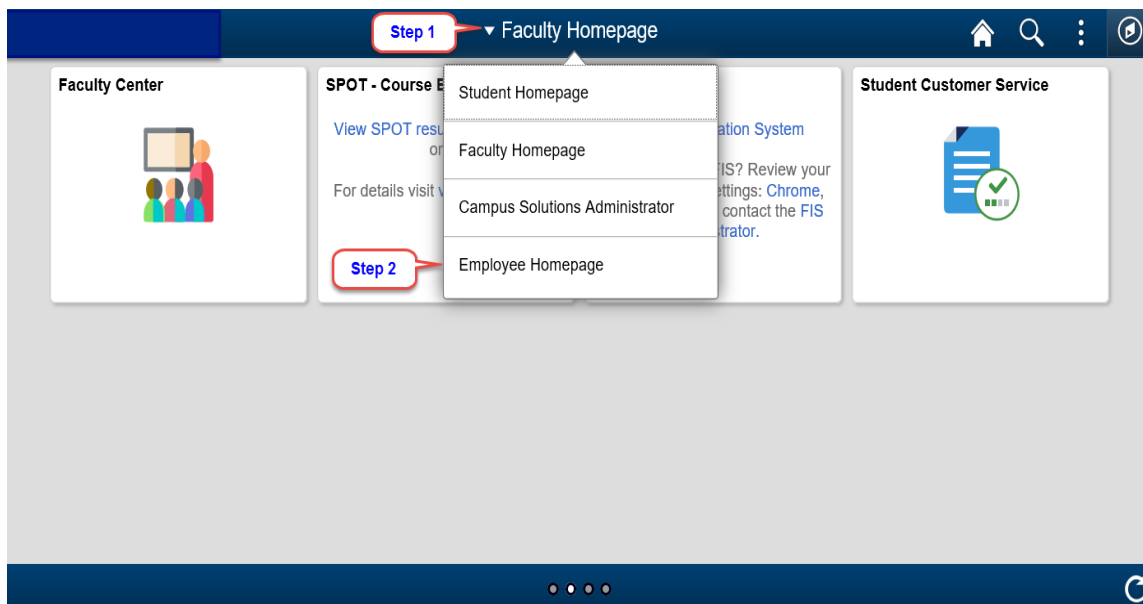
Yes. You will be able to navigate to Employee Portal from Faculty Home Page (Faculty Center) without having to login again.

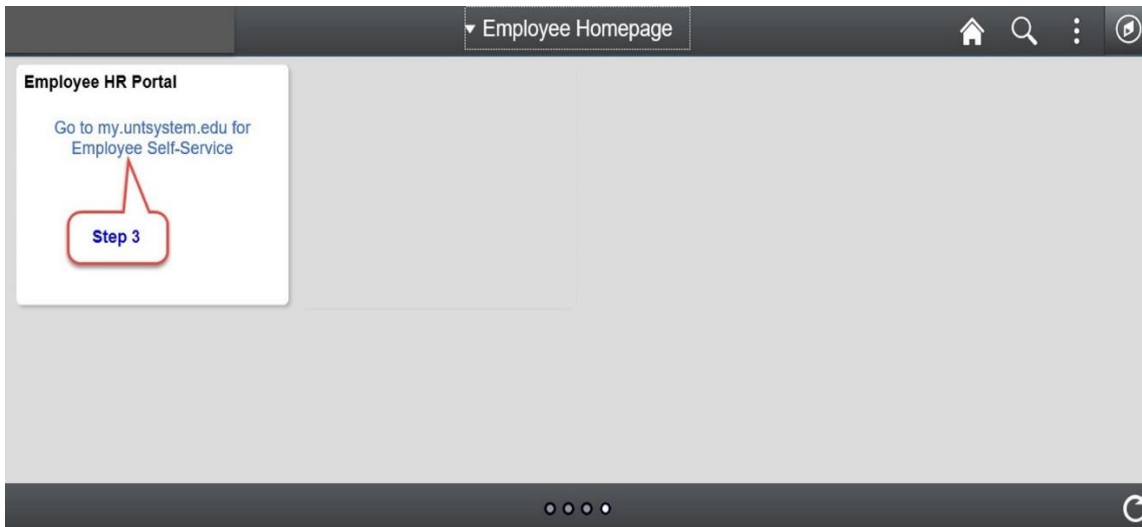
Here are the steps you have to follow

Step 1: Click on Home Pages Arrow

Step 2: Click on “Employee Home Page” to Navigate to Employee Home Page

Step 3: Click on “Employee HR Portal Hyperlink” to Navigate to Employee Portal





Will I be able to navigate to Employee Portal if I am in Student Home Page (Student Center)?

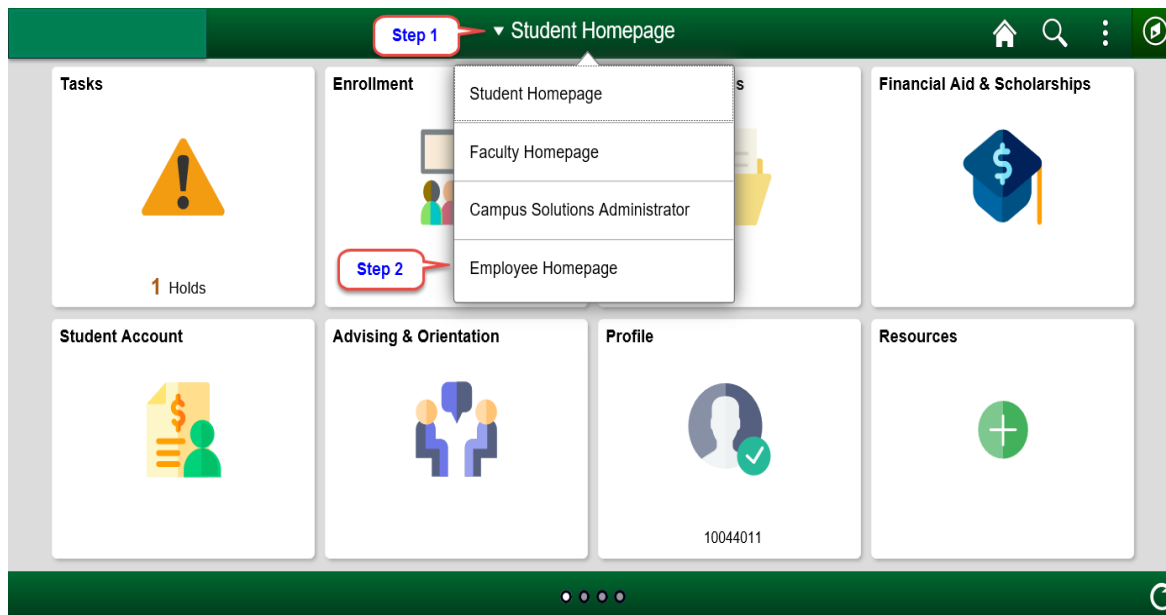
Yes. You will be able to navigate to Employee Portal from Student Home Page (Student Center) without having to login again.

Here are the steps you have to follow

Step 1: Click on Home Pages Arrow

Step 2: Click on "Employee Home Page" to Navigate to Employee Home Page

Step 3: Click on "Employee HR Portal Hyperlink" to Navigate to Employee Portal





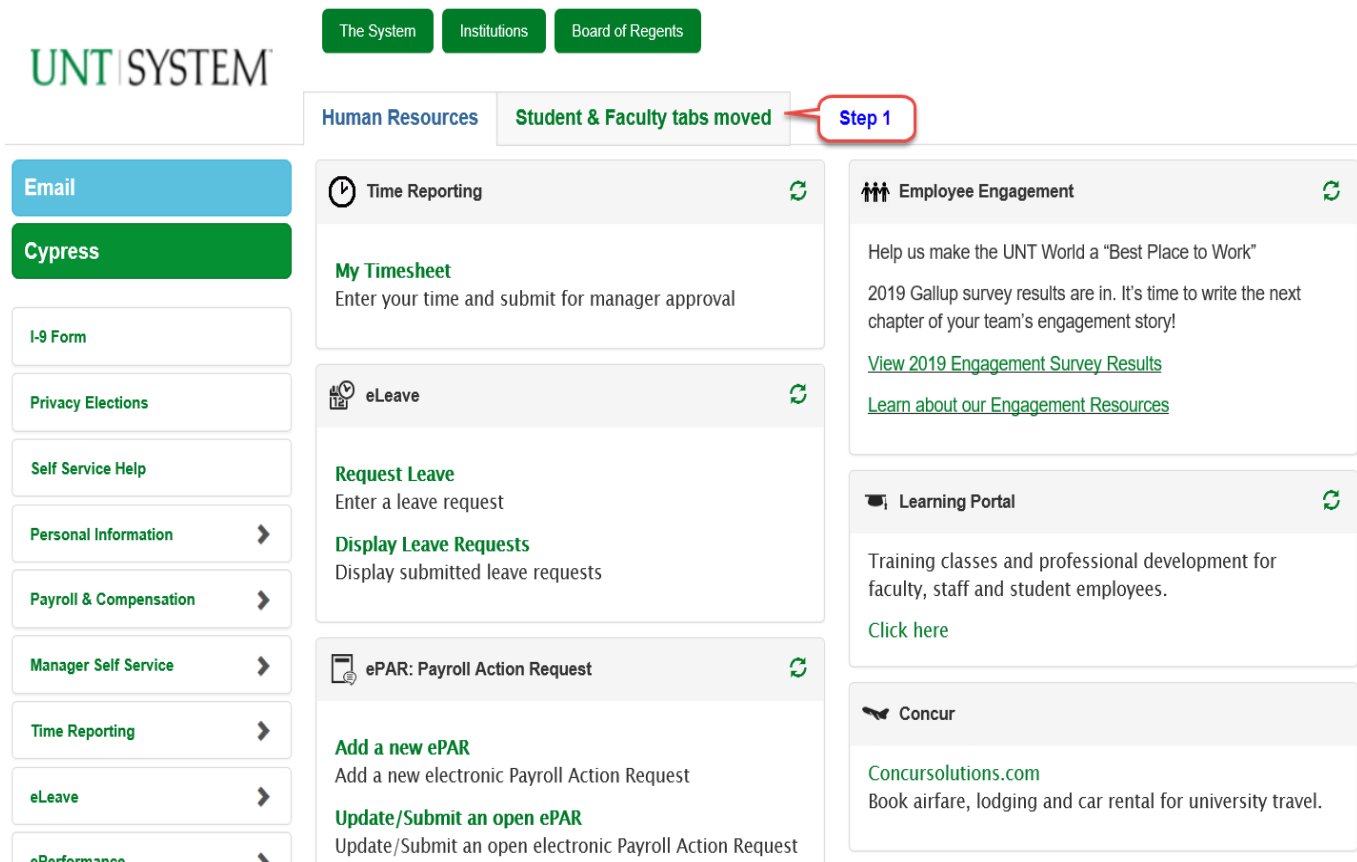
Will I be able to navigate to Faculty Home Page (Faculty Center) or Student Home Page (Student Center) from Employee Portal?

Yes. You will be able to navigate to Faculty Home Page (Faculty Center) or Student Home Page (Student Center) from Employee Portal. However, you will have to login in Student/Faculty center.

Here are the steps you have to follow

Step 1: Click on “Student & Faculty tabs moved” Tab

Step 2: Click on the myUNT/myHSC/myDallas/myLaw URL for your campus



Email

Notification



Login to the site appropriate to where you attend/teach classes for Student & Faculty self-service:

- my.unt.edu
- my.hsc.unt.edu
- my.untdallas.edu
- mylaw.untdallas.edu

Step 2

In September/2019, the Human Resources tab and a Reports tab were split off from the myUNT, myHSC, myDallas, and myLaw sites and were assigned to the UNT System site.

Do I need to re-bookmark My “Human Resource” tab URL favorites?

Yes. You will be have to navigate to my.untsystem.edu and re-bookmark Employee Self-service (HR, Payroll, Report etc.) URL links.

