

Accessing the System

Section 2

Logon and Logoff Procedure

Logon - To begin using EHRP, complete the following logon procedure:

1. Enter <https://www.ehrp.psc.gov> in the URL in the Internet browser window's address box. This link can be saved as a favorite by clicking Favorites/Add in your browser. You can also create a shortcut on your desktop by clicking File/Send/Shortcut to Desktop.
2. When the PeopleSoft Sign In window appears, enter your User ID and Password.
3. Click  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  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 EHRP, you are 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.

You can change your password by following the path:

Home>PeopleTools>Maintain Security> My Profile and click the **Change Password** hyperlink. Enter your current password, new password and confirm the new password, click OK. Upon logging in again, the user will enter the new password.

If you forget your password after changing it, you should contact the Agency EHRP Security Administrator. They will update the user profile to unlock the account and provide a 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. If you need to change which employees you need access to, contact your Agency Security Administrator and inform them of the Admin Codes that you will need access to. The Security Administrator will modify the user profile to allow access to the new Admin Codes. The Security Administrator will also require you to update your EHRP Security Form.
- **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 who 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. If a user needs to change their role within EHRP (e.g. changing from a Requestor to a 1st Authorizer), the user should contact their Agency EHRP Security Administrator and inform them of the changes that are required. The Security Administrator will modify the user profile to change the role. The Security Administrator will have you update the EHRP Security Form.
- **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 90 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.



EHRP System Hours

The general hours of EHRP system availability are as follows:

- Monday thru Friday: 7 AM – 10 PM EST (EDT)
- Weekend (Mid Pay Period) 7 AM – 10 PM EST (EDT) but the EHRP system support is not available. If an issue arises, log a ticket and the Help PoC team will receive it on the next business day.
- Last Friday of Pay Period: 7 AM – 5 PM EST (EDT)
- Weekend (Pay Period End): EHRP Unavailable
- Holidays: 7 AM – 10 PM EST (EDT) but the EHRP system support is not available. If an issue arises, log a ticket and the Help PoC team will receive it on the next business day.

The EHRP team will provide notice if a change in system availability is necessary (e.g. system maintenance).

