Employee Self Service Access via Children's Secure Access

Below are the steps to access Children's Employee Self Service via Children's Secure Access, in order to complete online training:

1) Using Chrome or Firefox (Internet Explorer will not play sound), click on the link: https://www.childrensmn.org/signin

2) Enter your User Name and Default Password. Your default password will be in the email you received from Children's. If you do not have it, please ask your instructor to re-send that email.

HOME / SIGN IN

Children's Secure Access

Username

Password

Enter your Children's **Username** and **Password**.

Use of this portal by clicking on the "Sign In" button implies your acceptance of Children's remote access policy.

Sign In

3) A screen will display informing you of the number of grace logins you have left with your current password, click Continue, and then you will be brought to the screen listing the sites that you can access:

Children's
Hospitals and Clinics
of Minnesota

Home   Meetings   Preferences   Sign Out

Welcome to Children's Secure Access.

Web Bookmarks

- Children's Star Net
- Children's Telephone Directory
- Children's Online Safety Learning Reporting
- GroupWise WebAccess
- Kronos Workforce Central
- Employee Self Service

4) In order to access Employee Self Service the first time, <u>you must reset your password to be something only you know</u>. Employee Self Service will not allow you into the application until you have reset your password. To reset your password, click on Preferences in the upper right corner of the screen:

5) Once in Preferences, click on the General tab:
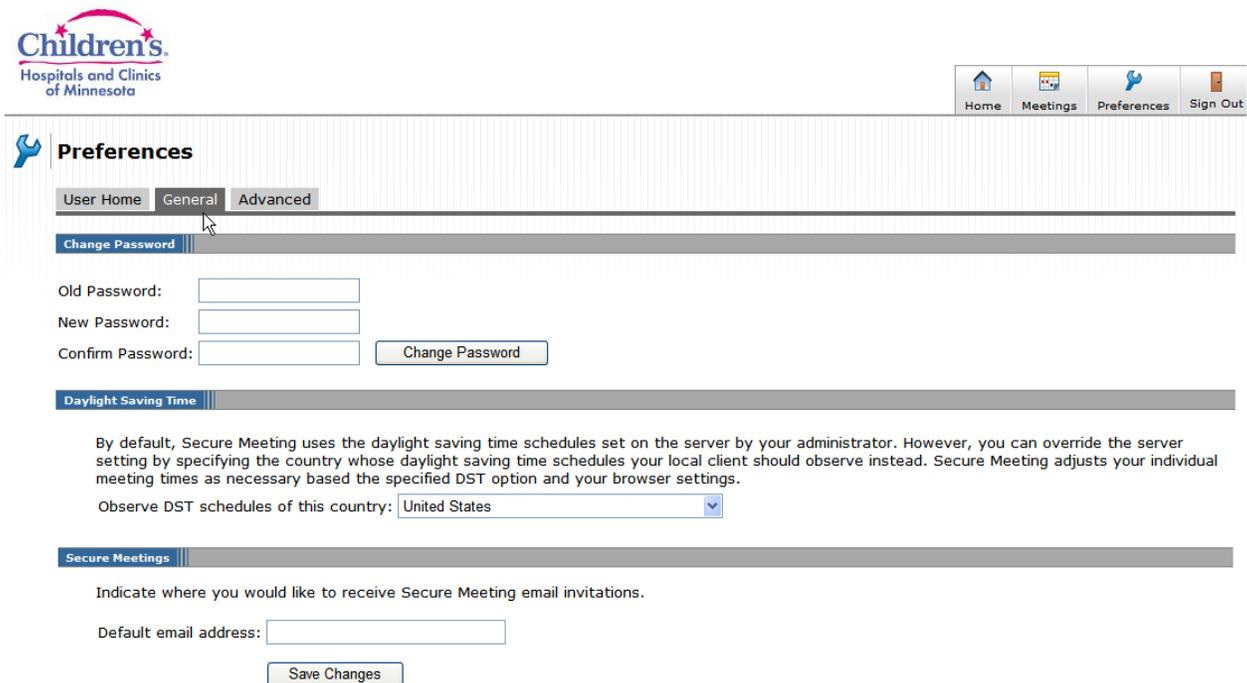
6) Enter your old password, and then enter the new password that you would like to switch your password to. Enter the new password again in the Confirm Password field and hit 'Change Password'.
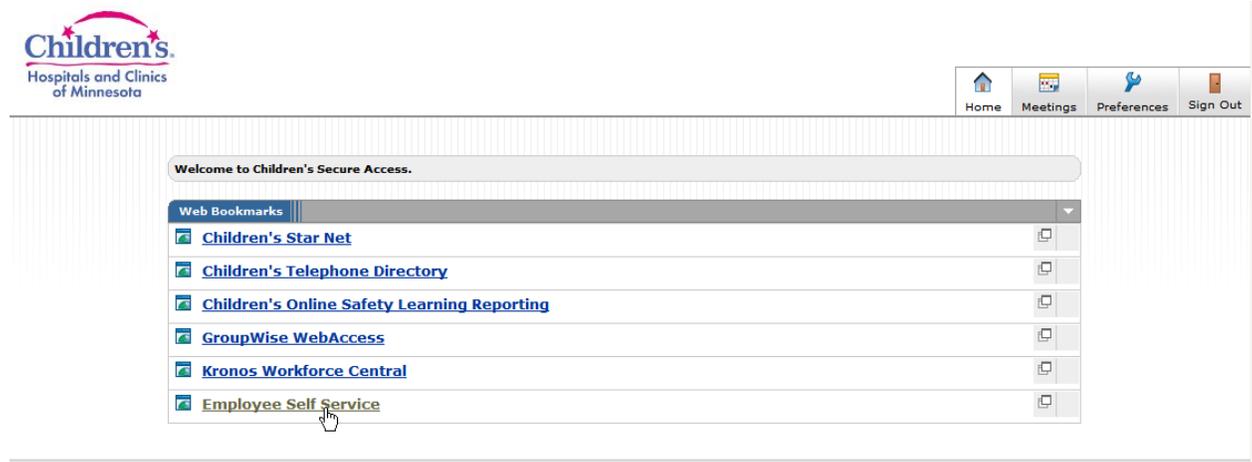
> Your password must be at least 8 characters long
> It must contain at least one each of the following:
> - Lower case letter

- Upper case letter
- One number

A non-alphanumeric character may be used, but is not required.

7) Once your password is changed, hit Home in the upper right corner, and click on Employee Self Service to launch Self Service:

8) Employee Self Service should open up and display the necessary training that needs to be completed within the All Learning section:
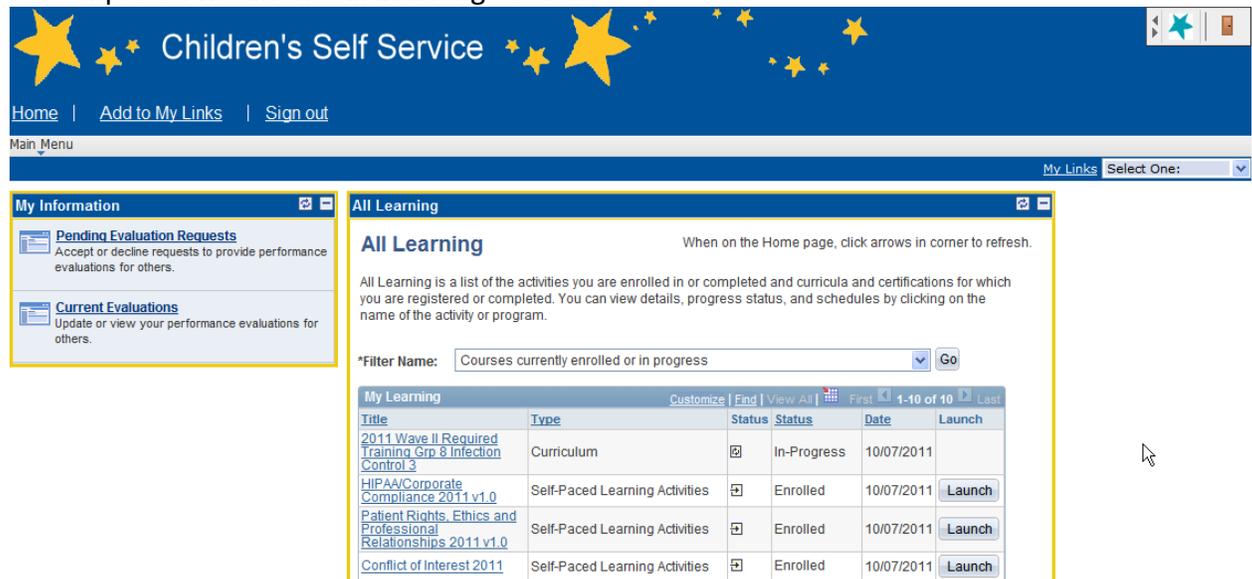
9) <u>You must have pop up blockers disabled in order to launch your training</u>.

10) Your password and access will now be set up, you will need to change your password again in 180 days.