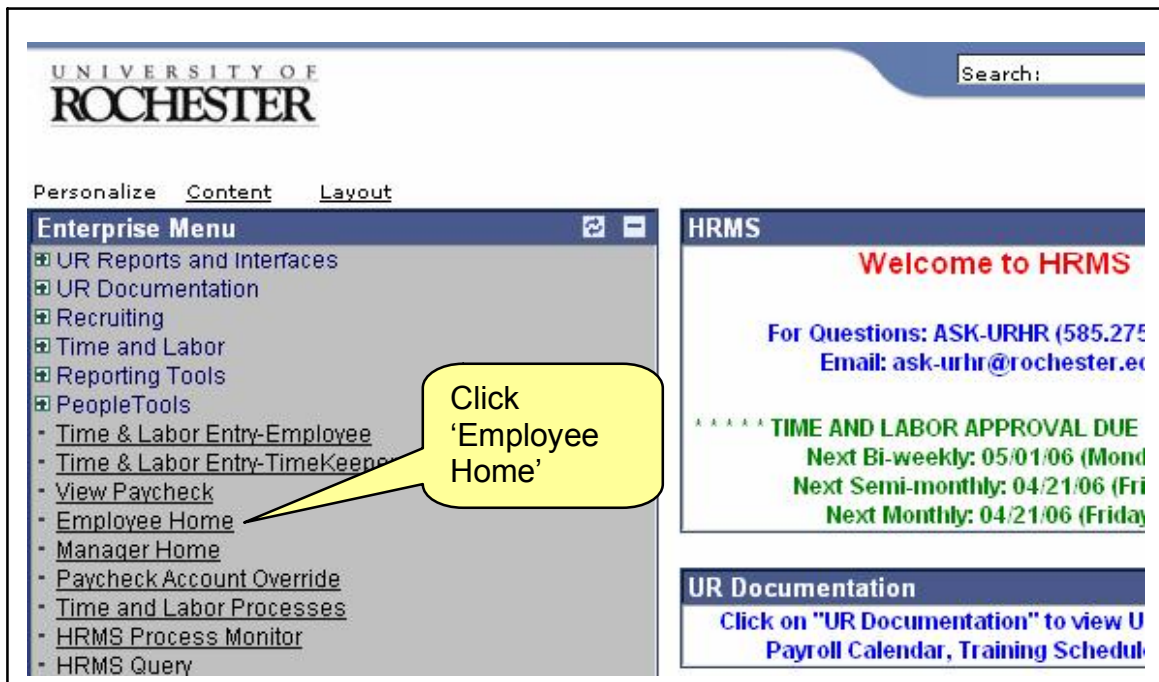


## LOGGING into the HRMS SYSTEM

1. Open Internet Explorer (Version 6 best), Netscape or Safari (MAC users)
2. Save address ( [www.rochester.edu/people](http://www.rochester.edu/people) ) in favorites (first time only)
3. Type in Net ID and Password (case sensitive)
4. Click 'Employee Home.'



(Optional, only on PCs) Click collapse button (above Menu) to minimize list. Click again to expand.

(Optional, only on PCs) Use F11 key to maximize screen; press again to return to former size.

*(screen shot follows)*