

Setting Up Your Electronic Employee Portal

Below are specific instructions on logging into and updating your information in the Employee Portal.

Supervisors/managers are responsible for assisting the staff they supervise with logging into the system for the first time. Supervisors should walk through this process with newly hired staff at their first follow-up training. This is important in ensuring new staff are paid for their time worked in a timely fashion.

1. Log in to the system:

- a. Please go to: www.dayforcehcm.com
- b. When prompted, enter these credentials:
 - **COMPANY:** stdavids
 - **USER NAME:** [first name].[last name] - example: **katherine.doe** (*Please use the name that is on your paycheck. i.e. Katherine vs. Kate*)
 - **PASSWORD*:** {First name}_SDC - example: **Katherine_SDC** (*make sure the first letter of your first name is capitalized*)
**After your first login, the system will force you to switch to a more secure password*

Congratulations! You have accessed your St. David's Center employee profile. Now it's time to view and update your information.

All employees are responsible for updating the following in their Employee Portals:

Personal Contact Information (email address, phone number, and mailing address):

You must include an email address so that you can recover or reset your password if you ever forget it. To update your email address, select the "Profile & Settings" tab and then click the "Edit" option within the Contact Information section. Enter your email address under the section titled "Email Addresses". **Make sure you have the "Alerts" box checked.** Click "Save" at the bottom, then click "Verify". A pop up box should appear stating a verification email message has been sent to the email address you provided. In that email message, you must click "VERIFY YOUR EMAIL". Once you have verified your email address, any time you forget your password a reset link will be sent to this email address.

To enter your phone number, click on the "Profile & Settings" tab and choose "Edit" in the Contact Information section. Once you have updated your information, **CLICK SAVE** at the bottom of the page.

To enter your mailing address, click the "Profile & Settings" tab and select the "Add" within the Address section. Remember to **CLICK SAVE** at the bottom of the page once you have finished entering your information.

Security Questions: Adding security questions permits you to access your account, should you forget your password. To update you security questions, select the "Security" tab, then under the "Update Security Questions" section you may choose two security questions. Enter

your answers and **CLICK SAVE** at the bottom of the page. If you forget your password in the future, you will be prompted to answer these security questions in order to reset your password and log in.

Confidential Information: This section includes topics such as, gender, disability status, date of birth, and ethnicity. To update this information, select the "Forms" tab within "Profile & Settings". Next, select the option labeled "Custom-Confidential Information (USA)" from the menu on the left side of your screen. Finally, update whichever fields you wish to share with St. David's Center.

Please take some time to acclimate yourself to the system and explore its functions. Your supervisor should serve as your first point of contact if you have questions about the system. If you have a question your supervisor is unable to assist you with, please email employeeportalhelp@stdavidscenter.org.