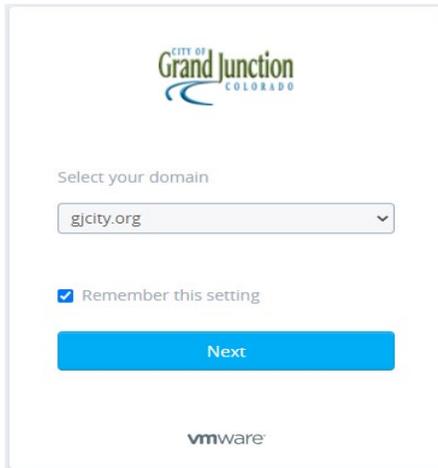


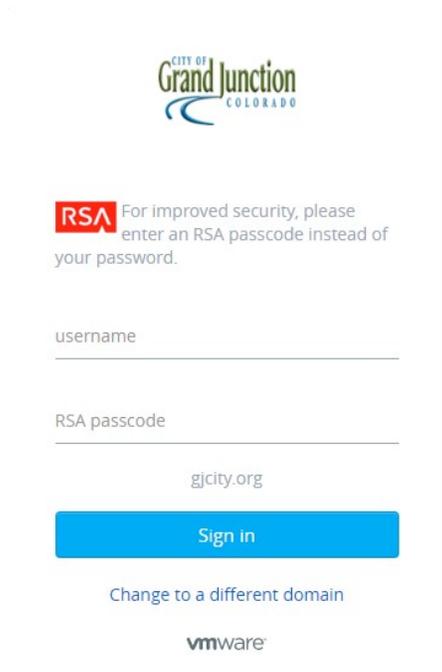
HR Portal Login:

1. If you need to access the HR Portal from outside the City, **send an email to helpdesk@gjcity.org** with your mobile number requesting IT registers the number for HR Portal Access. Please put "HR Portal Access" in the subject line of your email. Once registered, IT will email you. Once your mobile number is registered, move to the next step.
2. Open a browser and type the following in the address bar: <https://wso.gjcity.org>
3. Make sure the appropriate domain is selected: **gjcity.org**
 - a. **Check the box** to Remember this setting
 - b. Click **Next**



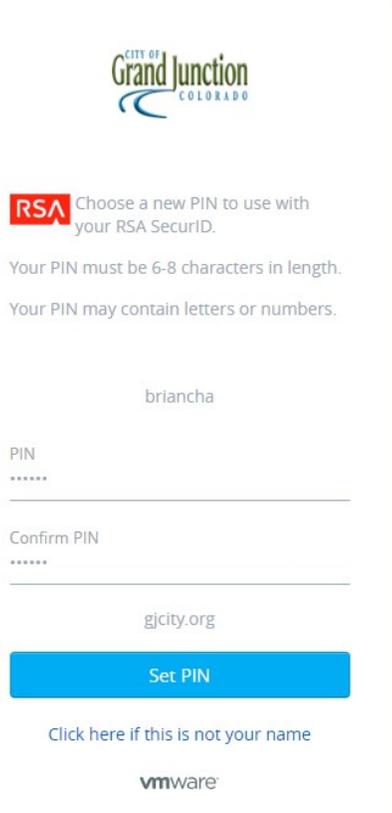
The screenshot shows the City of Grand Junction logo at the top. Below it, the text "Select your domain" is followed by a dropdown menu with "gjcity.org" selected. A checkbox labeled "Remember this setting" is checked. A blue "Next" button is positioned below the checkbox. The VMware logo is at the bottom.

4. Enter your computer/email **username** and the temporary **RSA passcode** (123456), and click **Sign In**.



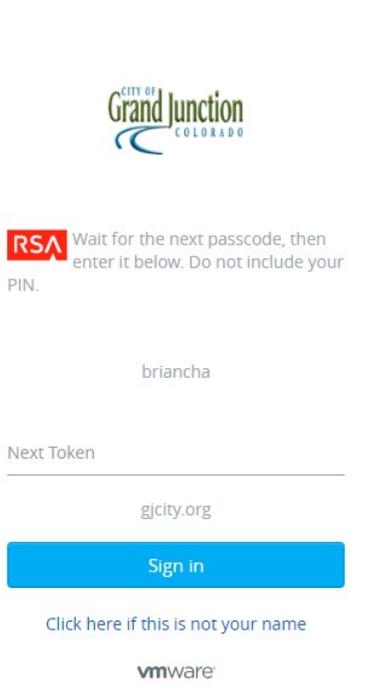
The screenshot shows the City of Grand Junction logo at the top. Below it, a red "RSA" icon is followed by the text "For improved security, please enter an RSA passcode instead of your password." There are two input fields: "username" and "RSA passcode". Below the "RSA passcode" field, the domain "gjcity.org" is displayed. A blue "Sign in" button is located below the domain. A link "Change to a different domain" is positioned below the button. The VMware logo is at the bottom.

5. If you have previously signed in and set your new PIN then proceed to step 5. If not, **create** a new PIN, **confirm** your new PIN and click **Set PIN**.



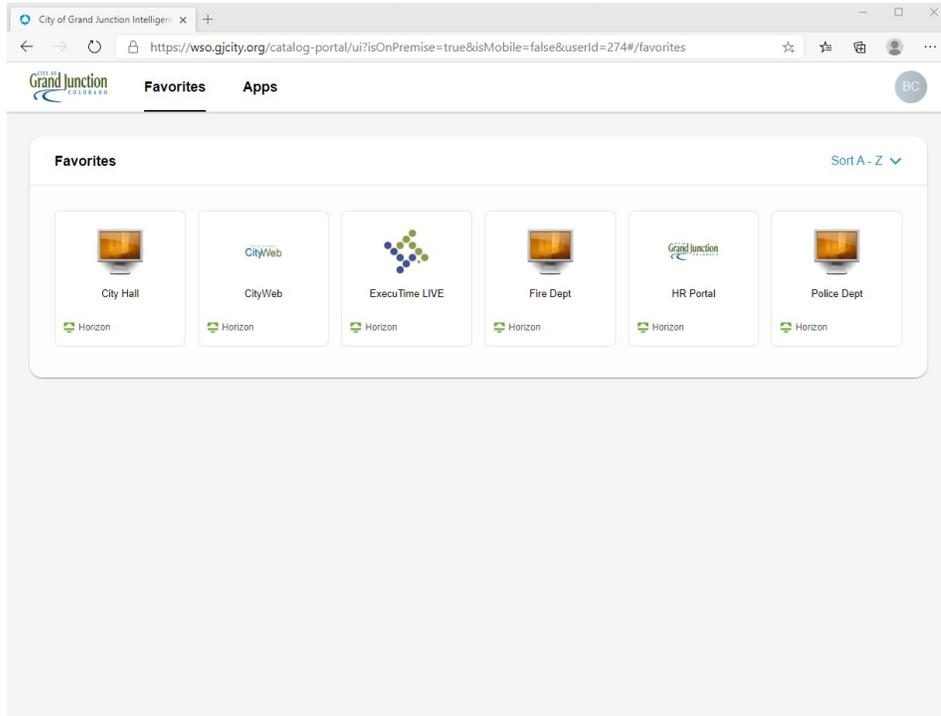
The screenshot shows the RSA SecurID PIN setup interface for the City of Grand Junction. At the top is the logo for the City of Grand Junction, Colorado. Below the logo, the RSA logo is followed by the instruction: "Choose a new PIN to use with your RSA SecurID." Two lines of text provide additional instructions: "Your PIN must be 6-8 characters in length." and "Your PIN may contain letters or numbers." A text input field contains the name "briancha". Below this are two PIN input fields, each labeled "PIN" and "Confirm PIN" with a six-dot mask. A "gjcity.org" link is positioned below the PIN fields. A prominent blue button labeled "Set PIN" is centered below the link. At the bottom, there is a link that says "Click here if this is not your name" and the VMware logo.

6. You will now receive a text message with the **Next Token**. Enter the Token and then click **Sign In**.

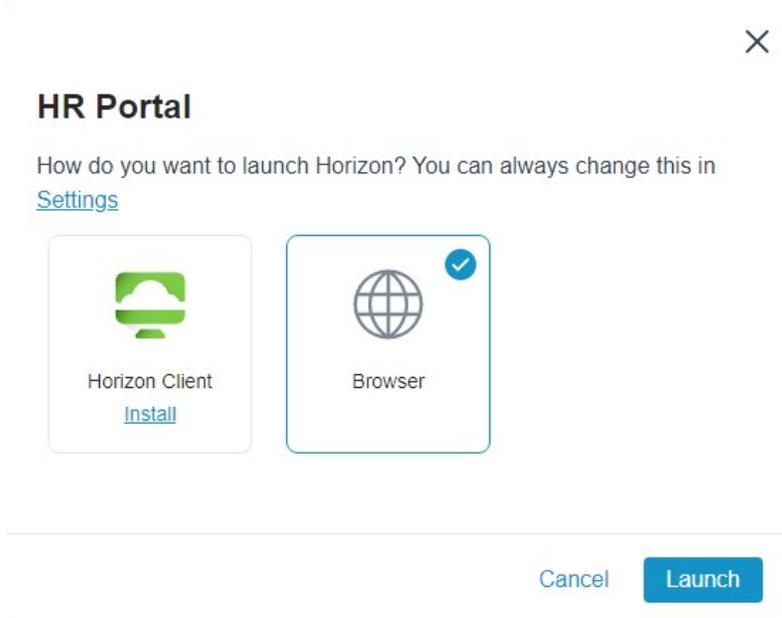


The screenshot shows the RSA SecurID Next Token sign-in interface for the City of Grand Junction. At the top is the logo for the City of Grand Junction, Colorado. Below the logo, the RSA logo is followed by the instruction: "Wait for the next passcode, then enter it below. Do not include your PIN." A text input field contains the name "briancha". Below this is a "Next Token" input field with a six-dot mask. A "gjcity.org" link is positioned below the token field. A prominent blue button labeled "Sign in" is centered below the link. At the bottom, there is a link that says "Click here if this is not your name" and the VMware logo.

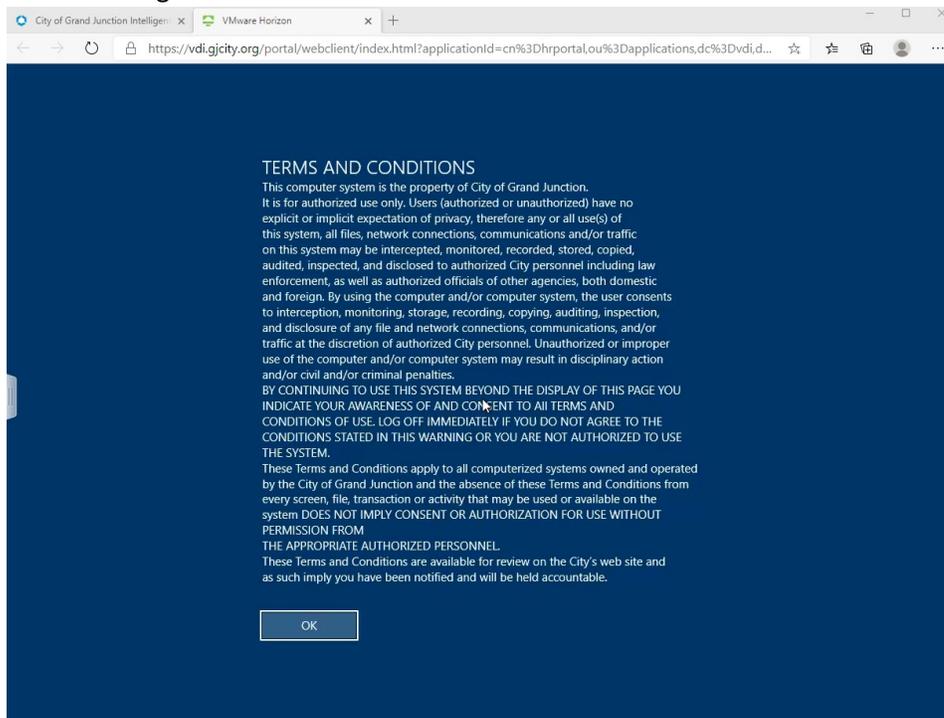
7. You should now be at the Workspace One Catalog Favorites. Click on **HR Portal**.



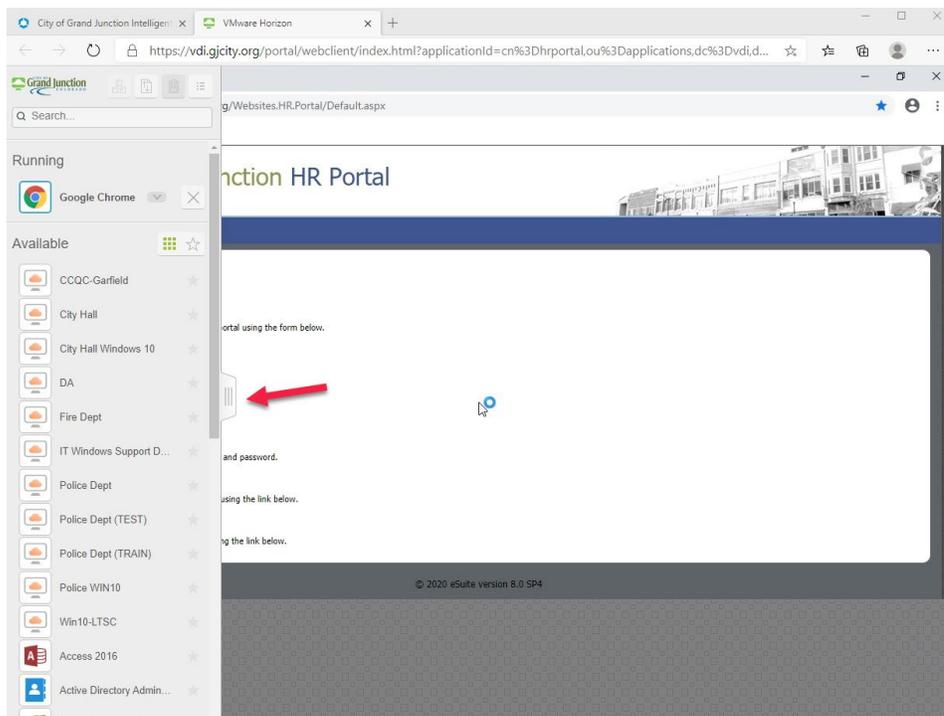
8. When prompted on how to launch Horizon choose **Browser** and click **Launch**.



9. Click **OK** to agree to the **Terms and Conditions**.



10. Click on the Tab to hide the side bar and login to My HR Portal



11. If you have to reset your HR Portal password and are trying to do so from a mobile device or a home computer, you will need to call Human Resources at 244-1512.