



HR Connect
Quick Reference Guide
Updated 7/21/2006

Type of Action: REQUESTING USER ID AND PASSWORD

Definition: The process of requesting a user ID and password (authentication) for HR Connect.

Launch an internet browser and go to <https://www.hrconnect.treas.gov>

HR CONNECT LOGIN SCREEN

HR Connect
your on-line connection to Human Resources

GET HR CONNECTED CONTACT US

CURRENT USER

Welcome to *HR Connect*, a world-class human resources system, owned and operated by the U.S. Department of the Treasury.

Unauthorized access is a violation of Federal Statute 18 USC 1030. This system is for Official Use Only and subject to monitoring at all times. If you reached this system in error, please disconnect now.

Welcome back! Enter your user ID or e-mail address and password to get connected.

[What's New](#)

USER ID:

OR

FULL E-MAIL ADDRESS:

PASSWORD:

SIGN IN

Forgot your user ID or password? Click [here](#).
Need to change your password? Click [here](#).

TAKE A LOOK

- **Manager Self-Service** - Take a sneak peek at features for managers. Click [here](#).

[Privacy and Security Policy](#)

NEW USER

New to *HR Connect* Self-Service? [Sign up now!](#)

ABOUT HR CONNECT

✓ **Features for Employees**

- Perform fast and easy updates to your personal information
- View your benefits
- Maintain your online resume

✓ **Features for Managers**

- Submit personnel actions online
- Obtain reports to help you make strategic decisions
- Manage your people and positions

✓ **Features for HR Consultants**

- Preview your vacancy announcements
- Print Position Descriptions

NEED HELP?

[Launch HR Connect eLearning for IRS only](#)
Access short and helpful lessons on features, use, and navigation.


[Launch HR Connect eLearning for all other Bureaus](#)
Access short and helpful lessons on features, use, and navigation.

View the [Frequently Asked Questions](#) about *HR Connect*.

NEW USERS: In the top right corner, under the New User section find the following statement: “New *HR Connect* Self-Service? [Sign up now!](#)” and click on the [Sign up now!](#) link.

FORGOT USERID or PASSWORD: At the bottom of the Current User section find the following statement: “Forgot your user ID or password? Click [here](#).” and click on the [here](#) link.

HR CONNECT SIGNUP PAGE



HR CONNECT

① VERIFY IDENTITY

Enter the following data, which will enable us to validate your identity. Click **SUBMIT** to continue to the next page. For a summary of steps involved in the authentication process, click [here](#).

Official Business E-mail Address:

Social Security Number: (e.g. 123456789, no spaces or dashes)

Last Name: (as it appears on your earnings statement)

② ESTABLISH REGISTRATION PIN

Create your Temporary Registration Personal Identification Number (PIN). This PIN must be 4 or more numbers with no letters. The PIN must not start with a zero (0).

Temporary Registration PIN: (e.g. 1234)

NOTE:

- You will use the Temporary Registration PIN in the next part of the registration process.
- This is the only time the PIN will be used. Do not reuse this PIN.
- You will receive an email momentarily describing the next step.

SUBMIT

You should comply with the rules of behavior provided in the [HR Connect Rules of Behavior](#) document. Logging into the system signifies your agreement with these rules.

STEP	FIELD	ACTION
1	Official Business Email Address	Be sure your official business email address is complete and accurate. For many organizations, the official business email address will use one of the following formats: <u>Firstname.Lastname@bureau.agency.gov</u> <u>Firstname.Lastname@bureau.gov</u> <u>Firstname.Lastname@agency.gov</u> (e.g. Jane.Doe@bpd.treas.gov)
2	Social Security Number	Enter your social security number and omit any dashes (e.g. 123456789).
3	Last Name	Enter your last name.
4	Temporary Registration PIN	Enter something easy to remember, like 1234. Make a note of the temporary PIN. It will be used again in this process.
5	Submit Button	Click to submit.

PASSWORD MANAGEMENT EMAIL CONFIRMATION



REGISTRATION E-MAIL SENT

You will receive an e-mail containing your userid, a temporary password and a link (URL) to continue the process.

You will re-connect to HR Connect from the link in the e-mail message. Please complete the registration process as soon as possible because the temporary password expires after 5 days.

You **MUST** close ALL Internet browser windows.

Thank you.

The screen above will display if the information entered was accepted.

PASSWORD MANAGEMENT EMAIL

Hi Diane,

This e-mail contains your User ID, temporary password and a web address you will need to complete the New User HR Connect Password Registration Form. Please note your User ID; it must be used to access HR Connect in the future.

To complete the HR Connect Registration process, click on the link below and enter your TEMPORARY PASSWORD from this e-mail and the TEMPORARY REGISTRATION PIN you created earlier in this process.

User ID: DU1051
Temporary Password: c9a43y2z

Click here to continue (*): <https://hrtest-mast1.net.treas.gov/pwms2/auth?r=1202&uid=DU1051/>

(* Attention: For those who use Lotus Notes or another non-MS Outlook email system:
Instead of clicking on the link above, copy the URL link provided above and paste it in the address bar of your Internet Explorer browser.

If you have questions or need help, please contact your HR Connect Helpdesk.

This message was sent from an automated system that cannot receive e-mails. Please do not reply to this message.

An email notification will be sent, almost instantly, that contains your user ID (which consists of the first two digits of your last name and four numbers—this is case sensitive), temporary password, and link to the Password Management System.

Make a note of the user ID and temporary password (see above). The temporary password will be used to complete the next step in the process, however the user ID will be needed each time you log into HR Connect.

Click on the link in the email (see above). It will take you into the Password Management System.

PASSWORD MANAGEMENT SYSTEM LOGIN SCREEN



PASSWORD MANAGEMENT SYSTEM

the United States Department of the Treasury

TEMPORARY PASSWORD

Welcome back. From the e-mail you received, note your userid for later use in logging in regularly, enter the temporary password (you can copy and paste it in) and the registration pin you created earlier. Then click on SUBMIT.

Please complete the registration process as soon as possible because the temporary password expires after 5 days.

HR Connect
 UserId:


Temp Password:

Registration PIN:

Need help? [Contact us.](#)

STEP	FIELD	ACTION
1	HR Connect UserId	Completed by the system (see XX##### above).
2	Temp Password	Enter the temporary password provided in the password management email (see page 4). <ul style="list-style-type: none"> • Type it directly into the field. OR • Copy and paste it (be careful not to copy any extra spaces before or after the password).
3	Registration PIN	Enter the temporary registration PIN you created in step 4 on page 3 .
4	Submit Button	Click to submit.

CREATE YOUR OWN PASSWORD



PASSWORD MANAGEMENT SYSTEM

the United States Department of the Treasury

HELLO USER!

Let's secure your account by having you create a personalized password.
Your new password must satisfy the following requirements:

- Your password must be at least 8 characters long
- Your password must be alphanumeric (use both letters and numbers), with at least one number and at least one special character (for example ! @ # \$ % " ^ & ?)

A good password typically will have a couple of short words that are joined by a special character. This usually makes the password easier to remember. Some examples:

- 2hide&2seek
- 4u+me2see

UserId: **XX####**

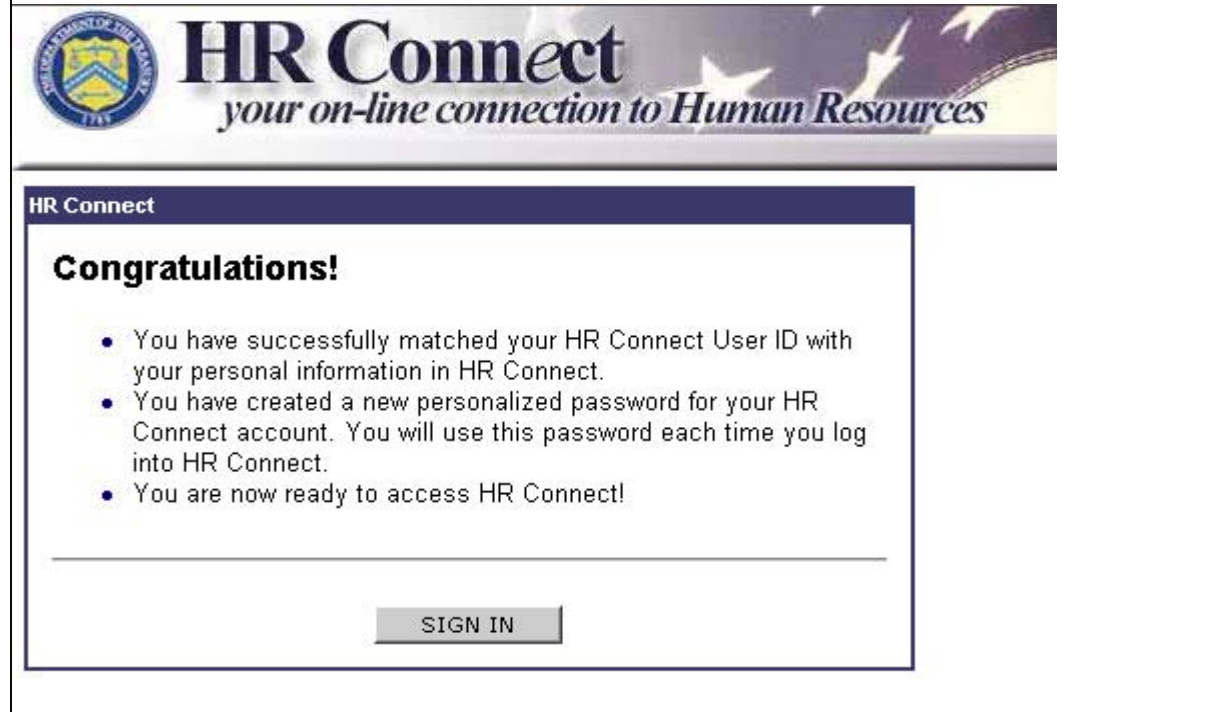
New Password:

Re-enter Password:

Need help? [Contact us.](#)

STEP	FIELD	ACTION
1	New Password	Enter a new password. It must be at least 8 characters with one number and one special character.
2	Re-enter Password	Enter the new password again to verify it.
3	Submit Button	Click to submit.

SIGN IN



HR Connect

Congratulations!

- You have successfully matched your HR Connect User ID with your personal information in HR Connect.
- You have created a new personalized password for your HR Connect account. You will use this password each time you log into HR Connect.
- You are now ready to access HR Connect!

[SIGN IN](#)

Once the password has been submitted, the screen above will appear if no problems have occurred. Click on the Sign In button to proceed to HR Connect.

HR CONNECT HOME PAGE



HR Connect
your on-line connection to Human Resources

HOME CONTACT US SIGN IN

EMPLOYEE MANAGER HUMAN RESOURCES REPORT OUTPUT PROXY/GROUP

HR CONNECT - EMPLOYEE SELF-SERVICE

ABOUT ME
[My Information](#)
Use HR Connect to view or update your personal information.

MY HEADHUNTER RESULTS
There are currently no vacancy announcements matching your criteria. Try updating your search parameters in [My HeadHunter](#).

MY CAREER INFO
[IRS Only](#)
Search for jobs available only to IRS employees.

MY CAREER DEVELOPMENT
[Gov Online](#)
Serves as the Government-wide one-stop resource to obtain high quality e-Training product and services.

Your HR Connect home page is customized with tabs for each role that is assigned to you in the system (employee, manager, HR, etc.). HR Connect assigns these roles with a process that runs several times a day. If a tab you need isn't present, wait a few hours and login again. For example, managers will only see the Employee and Report Output tabs the first time they login. After two hours they will receive the Manager tab.

Check your personal data in HR Connect by clicking the My Information link, under the Employee tab.


Be sure to sign out, in the top right corner, when you are finished.

LOGGING INTO HR CONNECT ON A REGULAR BASIS

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STEP	FIELD	ACTION
1	URL/web address	www.hrconnect.treas.gov
2	User ID OR Full E-Mail Address	XX#### (this is case sensitive) OR Official business email address – (see proper formatting on page 3 step 1)
3	Password	Enter the password created in step 1 on page 6 (this is case sensitive).
4	Sign In	Click to sign in.