EMPLOYEE HOW-TO CREATE ACCOUNTS FOR ACCESSING

Outlook Email-Employee Self-Service Portal-Kronos-NeoGov-Springbrook

**Employee ID Number: _____**   **Employee Email Address _____**

Step 1

Open a web browser on a City employee computer. Do not use Internet Explorer. **Please note your City computer log in credentials will be the same as your City Outlook Email. When you are prompted in the future some time to change your password, this will change both accounts.

Step 2

1. On a City employee computer, you will see the City Landing Page which houses all your necessary log in links.
2. If you do not have access to the Landing Page on the City network, go to the Human Resources page on the City of Manitowoc website to access the links referenced below.
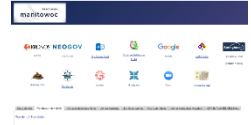
Step 3

Accessing your City email account

1. Click the City Outlook Email link on the City Landing Page   **OR**
2. Enter https://mail.mpu.org into your browser or click on the City Outlook Email link
3. Your City email address will be the first letter of your first name and then your full last name unless told otherwise (Ex: jdoe@manitowoc.org)
    a. Username: first part of your city email address - WITHOUT @manitowoc.org
    b. Password: P@ssword1 (first time log in only)
4. You will be prompted to change your password upon login

City Outlook Email

Troubleshooting: Contact Stacey Groll (ext. 6982 or sgroll@manitowoc.org)

Outlook Email User Name: _____

Outlook Email Password: _____

Step 4

Accessing the Employee Self-Service Portal

1. Click on the Employee Self-Service Portal link on the City Landing Page   **OR**
2. Click on this link: https://manitowoc.accessgovernment.net/EmployeeSelfService/Account/SignIn?returnUrl=%2Femployeeselfservice
3. Click on *Create an Account* and enter your information – please use a personal email address to register. You will need your Employee ID number for this step. *If the employee number is needed, navigate to your Kronos, hover over My Account, select My Profile, where they will see their employee ID.*
    a. Here you will access: pay statements, W2s, and also allows you to request time off.

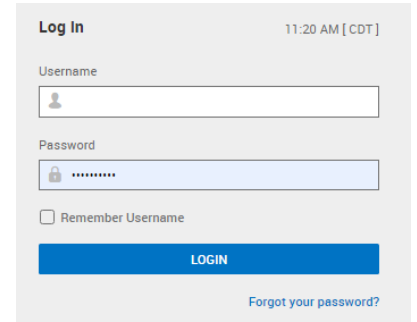**Troubleshooting:** Contact Stacey Groll (ext. 6982 or sgroll@manitowoc.org)

Employee Self-Service Portal User Name: _____

Employee Self-Service Portal Password: _____

<u>**Step 5**</u>
<u>**Accessing Kronos**</u>
1. Click on the Kronos Link on the City Landing Page <u>**OR**</u>
2. Click this link for Kronos
3. Your user name is the first part of your city email address - WITHOUT @manitowoc.org
4. Click on "forgot your password"
5. It will ask you several questions
    a. One of these will be entering a code from either a text, voice call, or email- please make sure you have all of this information entered so you can choose which form works best.
    b. Log in

Troubleshooting: Contact Human Resources (ext. 6993)

Kronos User Name: _____

Kronos Password: _____

<u>**Step 6**</u>
<u>**Accessing NeoGov**</u>
1. Follow the email istructions sent to your city email account to set up/access your NeoGov account. You have access to two platforms within NeoGov- Onboard and Learn. User name is your city email.
    a. Neogov Onboard-Home of our City Intranet and any where you will find tasks assigned to you for your onboarding (videos)
    b. NeoGov Learn- Training platform for all different topics

Troubleshooting: Contact Human Resources (ext. 6993)

NeoGov User Name: _____

NeoGov Password: _____

<u>**Step 7**</u>
<u>**Accessing Springbrook**</u>
1. Follow the email istructions sent to your city email account to set up/access your Springbrook account.
2. Your user name is the first part of your city email address - WITHOUT @manitowoc.org
    a. Here you will enter your timecards

Troubleshooting: Contact Finance (ext. 6960)

Springbrook User Name: _____

Springbrook Password: _____