

Registering

1) Click on the “**Register**” button on the login page



[Register](#) | [Trouble signing in?](#) ▾

2) Enter your **name** and **employee ID (employee #)** and click “**Next**”



Identity Verification (Step 1 of 4)

*First Name (proper)

*Last Name

*Employee ID

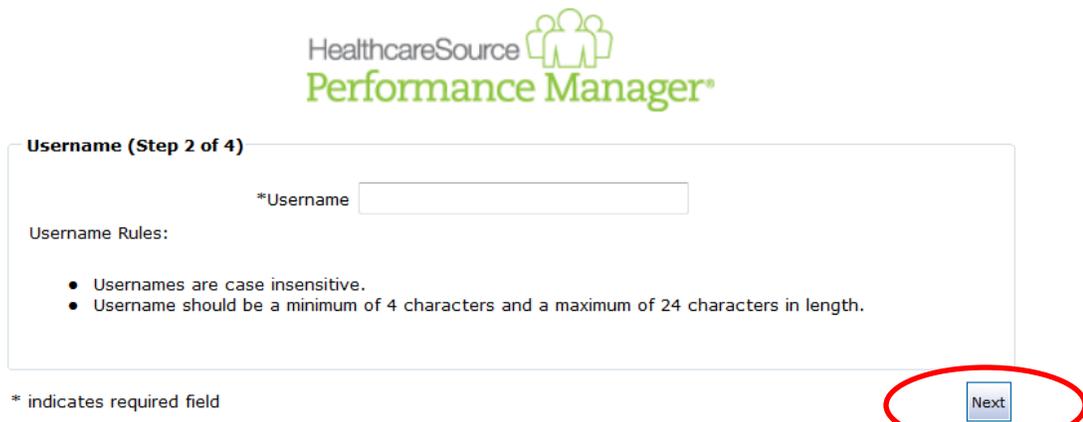
* indicates required field

3) You will be asked to enter your username or you will may see one entered in that field for you, then click **“Next”**

****Note-** Username should be:

Last name, first letter of first name, first letter of middle name

Ex. John Steven Doe → username :DoeJS



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Username (Step 2 of 4)

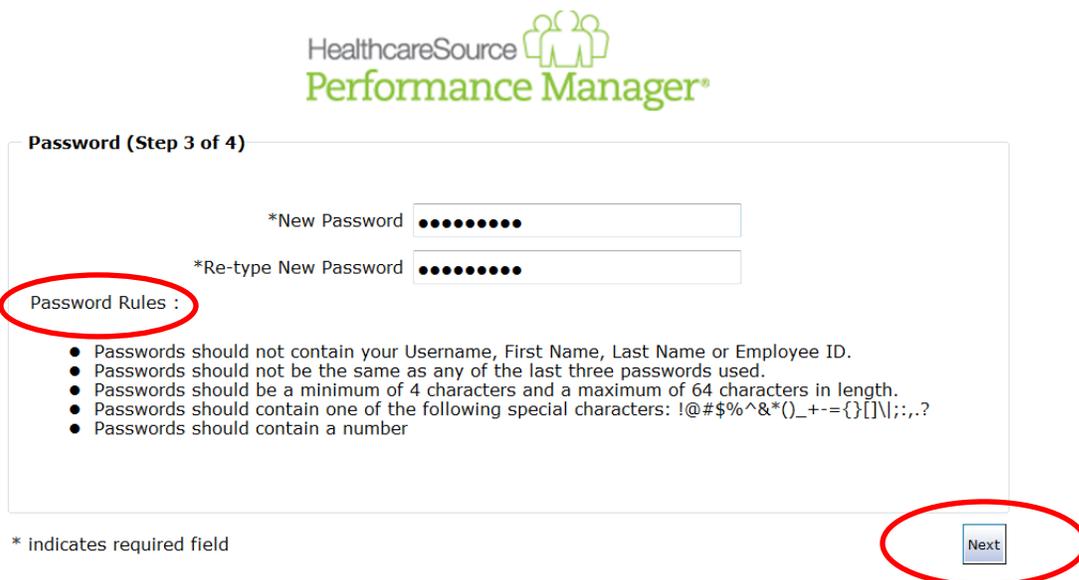
*Username

Username Rules:

- Usernames are case insensitive.
- Username should be a minimum of 4 characters and a maximum of 24 characters in length.

* indicates required field

4) Create a **Password** using the rules as your guide, and click **Next**



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Password (Step 3 of 4)

*New Password

*Re-type New Password

Password Rules :

- Passwords should not contain your Username, First Name, Last Name or Employee ID.
- Passwords should not be the same as any of the last three passwords used.
- Passwords should be a minimum of 4 characters and a maximum of 64 characters in length.
- Passwords should contain one of the following special characters: !@#%&*()_+={}[~|;:.,?`
- Passwords should contain a number

* indicates required field

5) Create **Security Questions** (use the drop down arrows to select different questions) and click **Next**



New Security Questions (Step 4 of 4)

Please select questions from the dropdown list. Please note that security question answers are case sensitive.

*Question 1:

*Question 2:

*Question 3:

* indicates required field

Next

6) Registration Confirmation click **Login**



Registration

Your registration is complete.
Your Performance Manager login information is below:

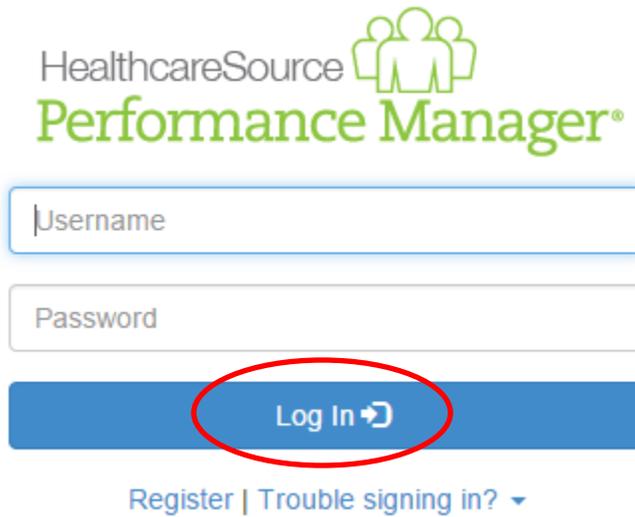
Username: semployee

Password: *****

You will be redirected to the Login page upon completion of your registration.

Login

7) Using the Login information you just created, enter your new **Username** and **Password** and click **Log In**



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Username

Password

Log In ↗

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