

Registering from **inside** the City of Toronto Network Checklist

Use this Checklist to assist with registering for Self-Service/ Employee Remote Access (SS/ERA) from **inside** the City of Toronto network (e.g. Schedulers desk, Civic Centre computer, City Staff computer)

If you don't register, you will NOT be able to apply for Fall 2019 - Winter 2020 shifts.

You **must** have all of the following pieces of information:

- Your Employee Number
- Your birthdate
- Your Social Insurance Number (SIN)
- Your **Mailing Address** on file at the City of Toronto
- Review the [Step-by-Step Instructions](http://www.toronto.ca/scheduling) available at www.toronto.ca/scheduling

Registration Instructions:

Go to www.toronto.ca/scheduling

Click onto the SS/ERA tab

How to Register

SS/ERA Registration

Spring Summer 2019

Kronos Workforce Central

Register Now

Click from inside a City of Toronto Computer
<https://selfservice-sspr.toronto.ca/>

Enter your 8 digit Employee Number with **leading zero(s)**

Example: 8012345 should be entered as **08012345**, 654321 should be entered as **00654321**

Enter your **Initial Password** – this is **NOT the Registration Code** found in your letter – it is a **unique eleven digit code** specific to you as outlined below

0	8	2	1	8	7	6	5	2	G	7
Birth Month (two digits)	Birth Date (two digits)	Last Four Digits of SIN				Last Three Digits of Postal Code - use UPPERCASE				

This would be the code for an individual with the following information

- Birthdate is **Aug 21**
- SIN is 123 45**8 765**
- Postal Code M1Z **2G7**

Set-up Security Questions

- The first question has already been selected for you and asks you to enter your mother's maiden name, which must be a minimum of 4 characters. If your mother's maiden name is less than 4 characters, add zeros to the end
- The remaining security questions can be selected from a list – continue through until you have set up the remaining 4 security questions and save answers when prompted.

Set-up Passphrase

- Your “**Passphrase**” is another security measure. If you ever experience problems logging in and need to contact the IT Service Desk for assistance – you will be required to give your “**Passphrase**” verbally to the IT representative in order to receive assistance.
- The IT Service desk is available Monday – Friday from 7am – 5pm; 416-338-2255

Your Passphrase should be something that you will easily remember and non-offensive

You will be Logged Out

- After setting up your security questions and passphrase the Self Service Registration site will log you out.
- You will need to log in again to complete the registration process
- To login, re-enter your username which is your 8 digit employee number including any leading zeros and your initial password. Information about your username and initial password can be found on the first page

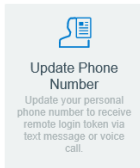
Click on “**Manage Account**”



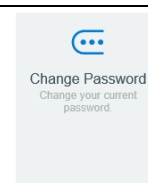
Set-up the following:

1st:Phone Number

(phone number to receive second factor number in the future)



2nd:Personalized Password



Set-up Phone Number

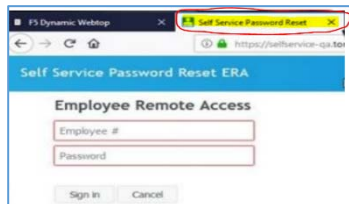
- Each time you login into the Self-Service Employee website (from a computer at home, library, school, youth lounge, etc.), the system will send you a six digit authentication code
- This code can be received via text message or you can receive a phone call.

Select a method of contact and enter the correct ten (10) digit phone number with a leading “1”; Example: 416-123-4567 should be entered as **1-416-123-4567**

Set-up Personalized Password

- Your personalized password must be a minimum of eight (8) characters and contain at least:

One **lowercase** letter One **uppercase** letter One **number** One **symbol**



- Click on “**Change Password**”
- The next page will indicate SUCCESS – Click on “Continue”
- You will return to the Self-Service Password Reset Page – simply close the window to exit

Congratulations!

You have successfully registered for the **Self-Service Website**.