

# Registering from **outside** the City of Toronto Network Checklist

Use this Checklist to assist with registering for Self-Service/ Employee Remote Access (SS/ERA) from **outside** the City of Toronto network (e.g. home, library, youth lounges, school)

**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](http://www.toronto.ca/scheduling)
- The letter with your **SS/ERA Registration Code**
  - If you misplaced this letter or never received this letter, please email [recworkerscheduling@toronto.ca](mailto:recworkerscheduling@toronto.ca) with your full name, employee number and mailing address that is on file with the City of Toronto
- Review the [Step-by-Step Instructions](http://www.toronto.ca/scheduling) available at [www.toronto.ca/scheduling](http://www.toronto.ca/scheduling)

## Registration Instructions:

Go to [www.toronto.ca/scheduling](http://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

<b>0</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>2</b>	<b>G</b>	<b>7</b>
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**

The following page indicates that you may continue if you have received a registration code – this is the **Registration Code found in the letter** that was mailed to you. Click to continue.

Enter the **Registration Code** exactly as indicated in your letter – it is CASE sensitive

**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**”



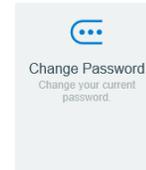
**Set-up** the following:

*1<sup>st</sup>:Phone Number*

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



*2<sup>nd</sup>: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

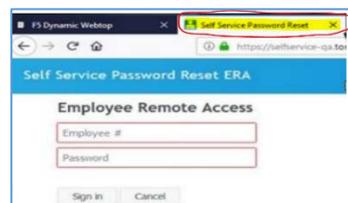
– This code can be received via text message or you can receive a phone call.

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**.