





## Employee Portal Initial Registration

You will receive an e-mail from [no-reply@isolvedhcm.com](mailto:no-reply@isolvedhcm.com) similar to the e-mail below. Click on the URL underlined in blue in the body of the e-mail to open iSolved.

 Reply  Reply All  Forward




Tue 4/9/2019 10:44 AM

[no-reply@isolvedhcm.com](mailto:no-reply@isolvedhcm.com)

UMHB Employee Self-Service Account Created

To Turner, Dannyelle

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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Hello Dannyelle,

Welcome to **UMHB**. Below are your login credentials. Your account must be activated before it can be used. To access your employee self-service information with UMHB, click the activation link below to get started.

**URL:** <https://myisolved.com//AuthenticateUser.aspx?ticket=78ca7477-a4ac-4e23-815b-c3569bccbb9&eid=960128&peid=&>

In order to activate your account, you will need to provide the following information on the activation form:

**Authorization Code/Pin (This will be the last 4 digits of your SSN)**  
**User name:** [dturner@umhb.edu](mailto:dturner@umhb.edu)

The UMHB Team

Once you click on the link provided, your **User Name (your email address)** and **Client Code** will be pre-filled.

- You must add your **Authorization Pin** number (the last 4 digits of your SSN). (See #1)
- Create and verify a **Password** (**see password creation criteria below**). (See #2) You will also use this same password when you get to the timekeeping registration, discussed later in these instructions.
- You then must select a challenge question/answer and verify your response. (See #3)
- It is recommended to add your cell phone number in order to receive text messages if you are accessing your Employee Self-Service from a different IP address, or if you need to reset your password. (See #4)
- Select Continue

#### Account Information

User Name:	dturner@umhb.edu
Client Code:	CN5558
Company Name:	University of Mary Hardin-Baylor
Employee Name:	Dannyelle A Turner

User Name: Your user name is your UMHB e-mail address.

#### Identity Confirmation

**1** → \* Authorization Code/Pin: XXXX

This information is located in the activation email sent to you.

Authorization Code: Last 4 of Social Security Number

#### Setup Account Password

**2** → \* New Password: ••••••••

Choose a password for your new account. Please ensure that passwords are a minimum of 12 characters (at least one lower case alpha [a-z], one upper case alpha [A-Z], one numeric [0-9], and one special character. Spaces are allowed to support the use of easier to remember passphrases. Going forward, your password will not expire.

\* Confirm New Password: ••••••••

Re-enter your password to ensure it is correct.

**3** → \* Challenge Question: Who was your childhood hero? ▼

Choose a question only you would know the answer to. You will be prompted to answer this question if you need to reset your password.

\* Challenge Answer: Spiderman

Specify the answer to the challenge question you created above.

\* Confirm Answer: Spiderman x

Re-enter the answer from above to ensure it is correct.

**Password must be at least 12 characters**, and must contain at least one capital letter, one lowercase letter, one number and one special character are required.

Challenge question used to reset password.

#### Contact Information

**4** → Mobile Phone: |

Registering a cell phone number will give you the option to have login Authorization Codes texted to you.

Continue Cancel

Enter Cell phone number (Optional) to aid in password reset.

After you Click Continue you will need to read and accept the Terms and Conditions of Use.

### Terms and Conditions of Use

Terms and Conditions of Use

PLEASE CAREFULLY READ THESE TERMS AND CONDITIONS OF USE AS THEY WILL GOVERN YOUR ACCESS TO AND USE OF THE ISOLVED® SAAS SERVICE AND THE SERVICES (AS THOSE TERMS ARE DEFINED BELOW).

This is a legal and binding contract between the user Employee (sometimes referred to as "you") and iSolved Holdings, Inc. (referred to as "iSolved Holdings"). By accessing or using the iSolved® SaaS Service or the Services, you agree to be bound by these Terms and Conditions of Use. If you do not agree with these Terms and Conditions of Use, or are legally unable to agree to them, then you may not use the SaaS Service or the Services.

**1. Definitions.** The following definitions will apply throughout this Agreement:

a. "Agreement" means these Terms and Conditions of Use.

b. "Certified Partner" means a certified partner in the iSolved Certified Partner Network that has contracted with your Employer to provide access to the SaaS Services. The terms of and references to Certified Partner in this Agreement are not applicable and shall not apply to direct clients of iSolved Holdings or any of its subsidiaries.

c. "Documentation" means user manuals and online help created by iSolved Holdings in either printed or electronic format that relate to the SaaS Service.

d. "Employee Data" has the meaning set forth in the Privacy Policy.

I Accept

I Decline

You may have to read an additional Terms and Conditions and accept that one as well.

Terms of Use and Consent to Electronic Signatures

**1. Electronic Delivery of Communications and Use of Electronic Signatures**

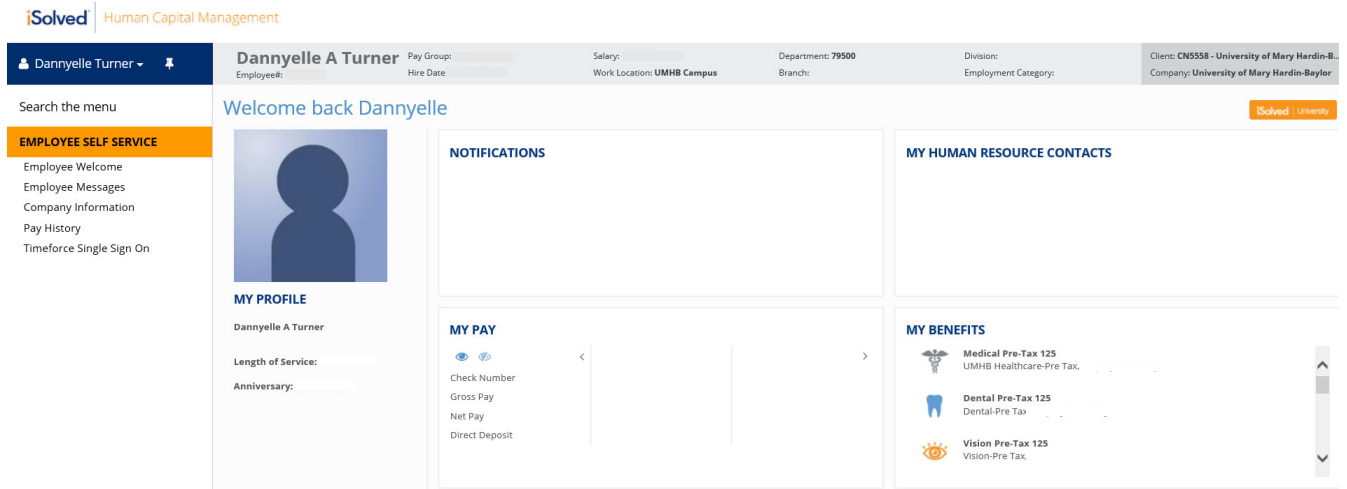
By selecting the "I Accept" button, you are signifying your intent to sign this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement and any associated documents. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party

I Accept

I Decline

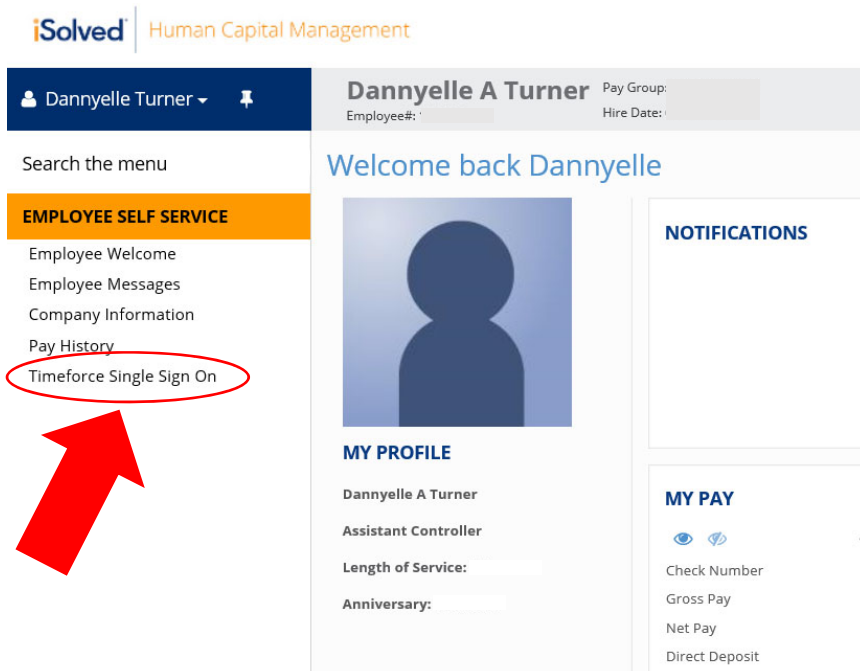
After a few moments of processing your iSolved home page will appear.

iSolved is the site where your pay statements and W2 forms will be retrieved. More information and instructions will be made available as we transition to our new iSolved employee portal. You can save this website to your favorites or create a shortcut to the site on your desktop for easy to access.



## Timekeeping Set up

For your convenience Isolved and Timekeeping are now linked together. Simply click on Timeforce Single Sign On under the Employee Self Service Menu. This is where you will clock in and out and request time off.



Once on the Timeforce login screen, you will have another registration process. Your UMHB e-mail is your username again. The first login requires you to use the **Temporary password of 1234** (you will receive a prompt in the next step to enter your actual password which was set up in step 2 previously). Our Company Code is CN5558. Selecting **remember me** will allow the system to keep your username and Company code populated so you don't have to reenter it every time you access timekeeping. Select Login



iSolved | TimeForce

dturner@umhb.edu

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CN5558 x

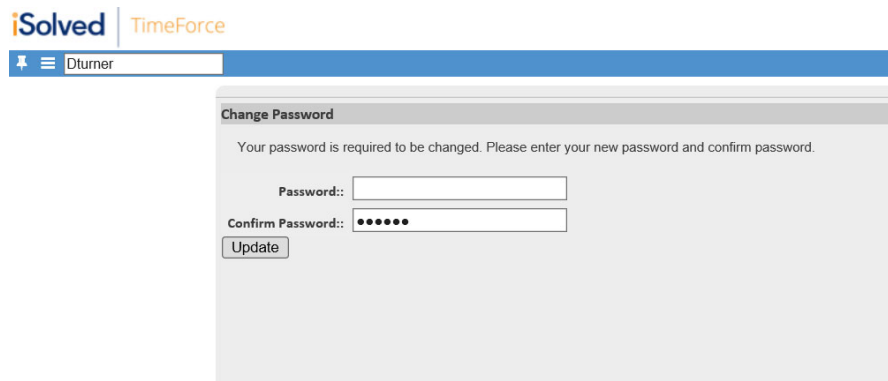
Forgot Password? ☒ Remember Me

LOGIN

Secure Cloud Logon

INFINISOURCE

You will now be prompted to change your temporary password. Your new password should be the same as the 12 character password used previously for iSolved. (See #2 during previous setup) Be sure to click **remember my password** at this point so you will not have to enter the password for Timekeeping each log in.



iSolved | TimeForce

Dturner

Change Password

Your password is required to be changed. Please enter your new password and confirm password.

Password::

Confirm Password::

Update

You have reached your timecard and are ready to record your time using Timeforce.

The screenshot displays the iSolved TimeForce interface. At the top, the iSolved logo and TimeForce title are visible. Below the header, a navigation menu on the left includes 'Time Management' and 'Time Card'. The main content area shows employee information for Dannyelle A Turner, including Employee ID 130992, Status: Active, Hire Date: 6/27/2011, Card Number: 130992, Department: Controller's Office, Supervisor, Pay Type: Exempt Salary, and Employee Type: Full Time Regular. The interface features a 'Time Card' section with a calendar view for the week of Sunday 3/31/2019 to Monday 4/15/2019. The calendar shows the date 4/10/2019 (Wednesday) selected. Below the calendar, there are sections for 'In/Out' times, 'Accumulated Hours', and 'Total Hours' for each day. The 'Total Hours' section shows 0.00 for each day. The 'Grand Totals' section shows 0.00 for Total Paid, Total Unpaid, and Total Hours. A 'Verification' section is also present at the bottom.

## Other Helpful Hints

The iSolved URL is : [myisolved.com](https://myisolved.com)

You can save this website to your favorites or create a shortcut to the site on your desktop for easy to access.

The second time you log into iSolved or when you log into iSolved from a different computer you will need to enter an authorization code.

The screenshot shows the iSolved login page. The iSolved logo is at the top. Below it, the text 'Sign in' is displayed. There are two input fields: one for the email address 'Dturner@umhb.edu' and another for the password, which is masked with dots. Below the password field is an orange 'Login' button. At the bottom, there are links for 'Secure Cloud Logon' (with a lock icon) and 'Forgot Password?'.

After you enter your username and password the following message will appear. Select how you would like to receive your authorization code and click Get Authorization Code.

### We don't recognize the computer you're using.

We'll need to confirm your identity before you can log in.

Click the link below and a temporary Authorization Code will be sent to the email address on file, or texted to the cell phone number on file, for this user.

☒ Email: ####@umhb.edu

☐ Text: ###-###-5193

[Get Authorization Code](#)

#### Why has this happened?

- You're using a new computer or one you haven't used before.
- The IP address is not recognized as one used by you in the past 30 days.

You will receive an e-mail or text similar to below.

Reply Reply All Forward



Tue 4/9/2019 10:58 AM

no-reply@isolvedhcm.com

Security Verification

To: Turner, Danyelle

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Action Items

Get more apps

**EXTERNAL Exercise Caution**

Hello,

You submitted a request for authorization to access iSolved from a computer that has not been used to access iSolved in the last 30 days.

Please enter the attached authorization code to successfully complete the iSolved login process.

Authorization Code:

**2 5 9 3 8 8 3**



Enter the authorization code from your text or e-mail and then select LOGIN.  
This is a one-time set up for each computer you use. You will not have to enter an authorization code each time you log into iSolved; only when you login from a new device.



**An authorization code has been emailed to you.**

Enter it below to complete your log in.

Login

If you experience difficulty logging into iSolved or Timeforce, please contact the Payroll Department at ext 8637 or [cspradlin@umhb.edu](mailto:cspradlin@umhb.edu).