

This work instruction was last updated: 18th March 2010

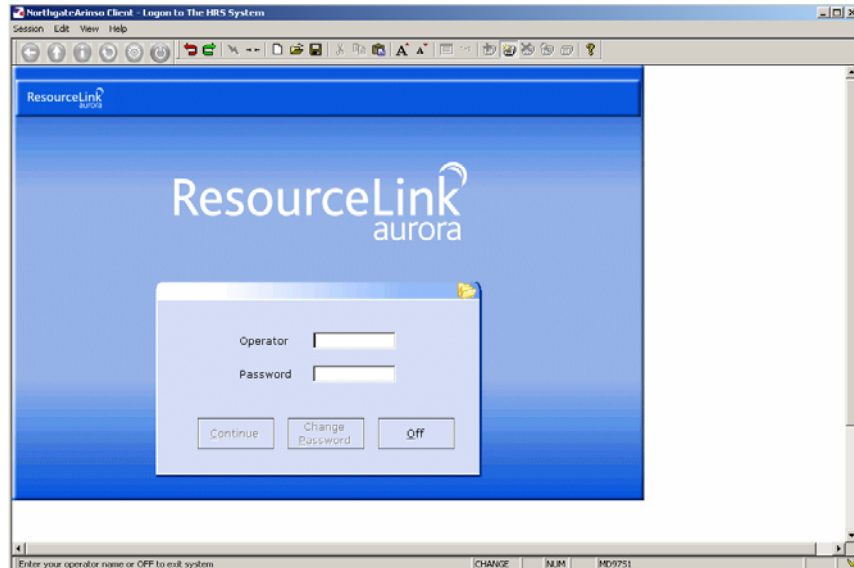
Logging on to and off of ResourceLink

This Work Instruction will guide you through the steps required to log on to and to log off of ResourceLink.

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|---|--------------------------------------|
| 1 | Starting ResourceLink and Logging on |
| 2 | Logging off |
| 3 | Changing your password |

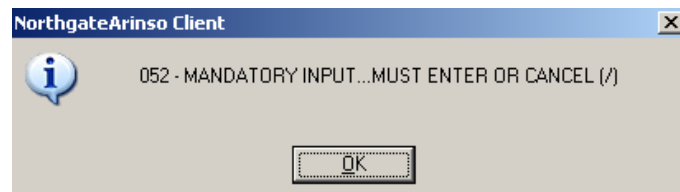
1 Starting ResourceLink and Logging on

1.1 Start Screen

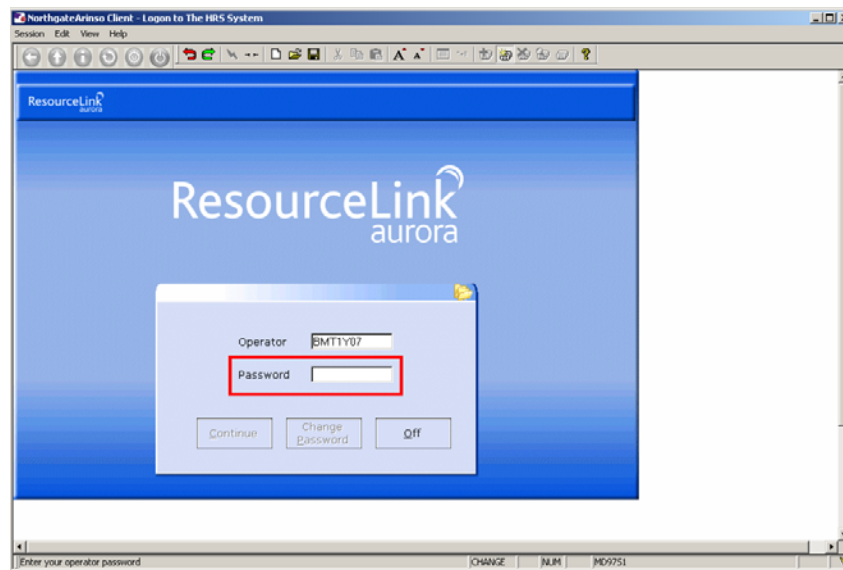


1.2 Type your User Name into the **Operator** field and press the **ENTER** key.

- Pressing the **TAB** key will result in the following error message being displayed:

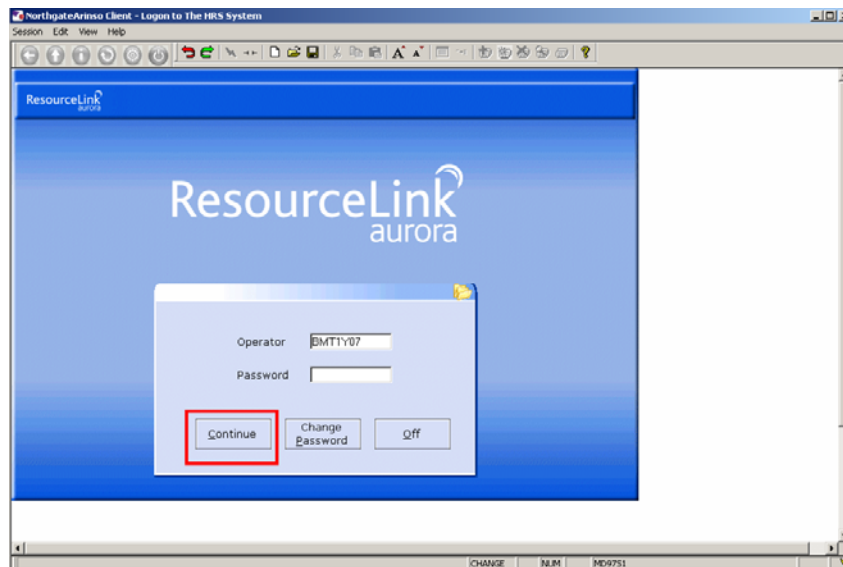


- Click **OK** to return to the logging on screen.



1.3 Type in your password and press the **ENTER** key.

Note: the password disappears – do not be alarmed!!!



1.4 Click on the **Continue** button, which will now have become active.

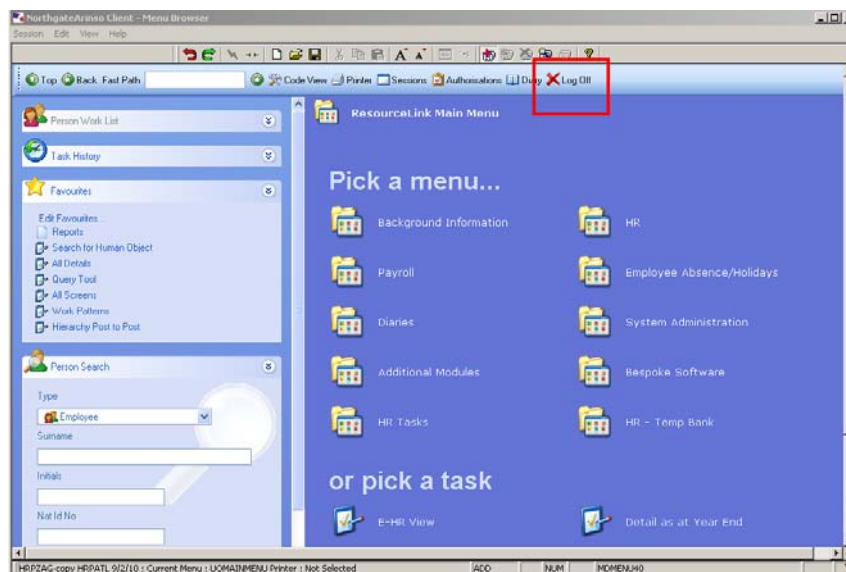
2 Logging off

When you have finished a work session on the system, you must log off to prevent unauthorised access to HR data.

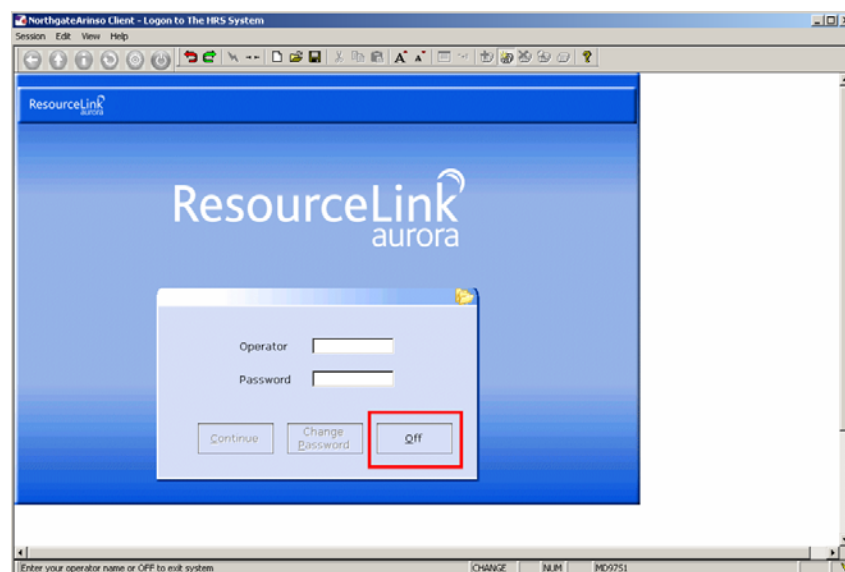
- ☛ **Note:** Failure to log off in the recommended manner can cause loss of data and/or create a security risk. **Do not** just turn off your PC.

2.1 Return to the ResourceLink main menu.

2.2 Click on the **Log Off** button.



2.3 The ResourceLink log on screen is displayed.

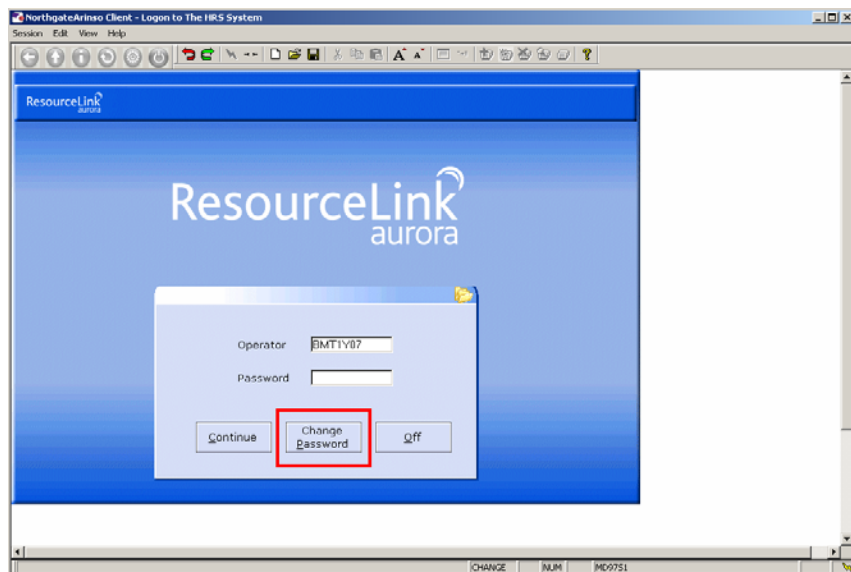


2.4 Click on the **Off** button.

3 Changing your password

- You will be required to change your ResourceLink password every 90 days. The system will prompt you when you need to change your password. However you can to change your password at any time when you log in to ResourceLink or when you are logging out. To do this:

- 3.1 When you have logged on to the system, but before clicking the **Continue** button, click on the **Change Password** button.



- 3.2 The following screen will be displayed:

- 3.3 Type in the new password in the **Password** field. Your password has to be 8 characters long (these can be letters and/or numbers).
- 3.4 Click into the **Re-enter** field and retype the password.
- The text markers disappear when you click into the next field.
- 3.5 Select a password change reason from the drop-down list:

Code	Desc	Long Description
NEWADD	New User	New User
NEWOP	New Op	New Operator Added
SECURE	Security	Security Reasons
TIME	Time	Time Expired

This will usually be the “Time Expired” reason.

3.6 Click on **Proceed** button to change the password.

3.7 To return to the log on screen **without** changing the password click on **Exit**.

3.8 You can then press **Continue** to start using ResourceLink, or **Off** to close the application down.