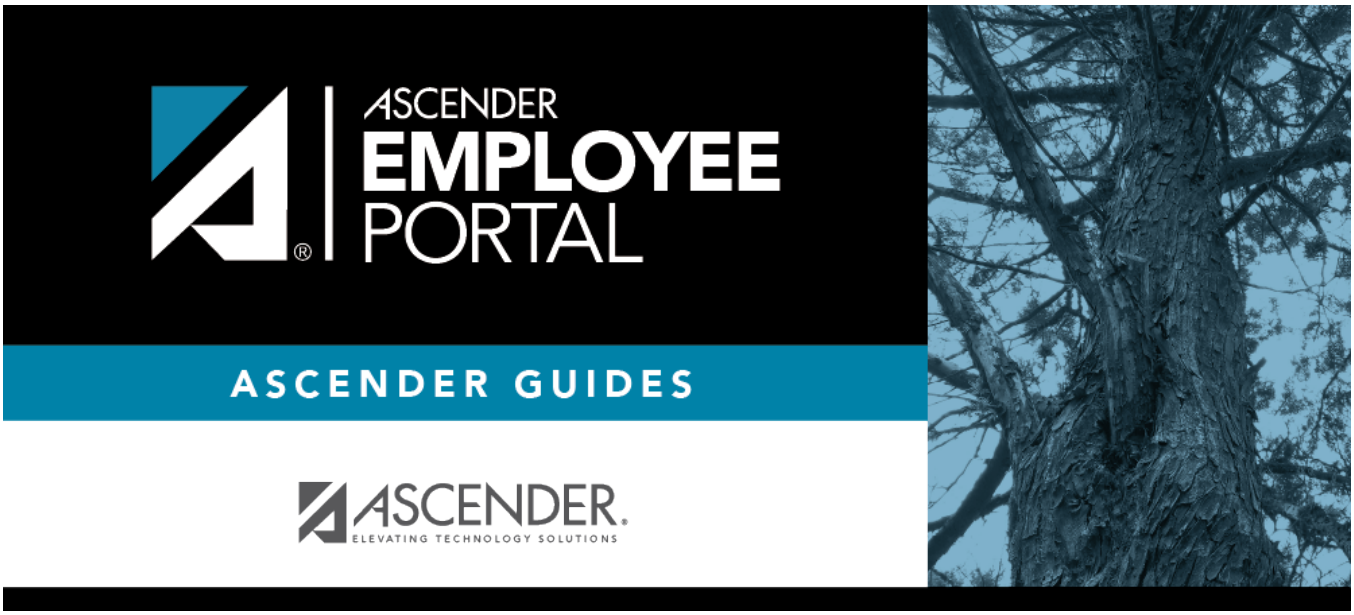


ASCENDER EmployeePortal Navigation

Table of Contents

ASCENDER EmployeePortal Navigation 1

ASCENDER EmployeePortal Navigation

This page provides information about navigating EmployeePortal.

Menu

The Main Menu is located on the left side of the page in the gray sidebar. At any time, you can:

- Click  to minimize the menu view. You can hover over the menu at any time to expand the view while it is minimized.
- Click  to expand the menu view.

Access Help

In the bottom-right corner of any page (in the gray section), click 

. The Help window opens.

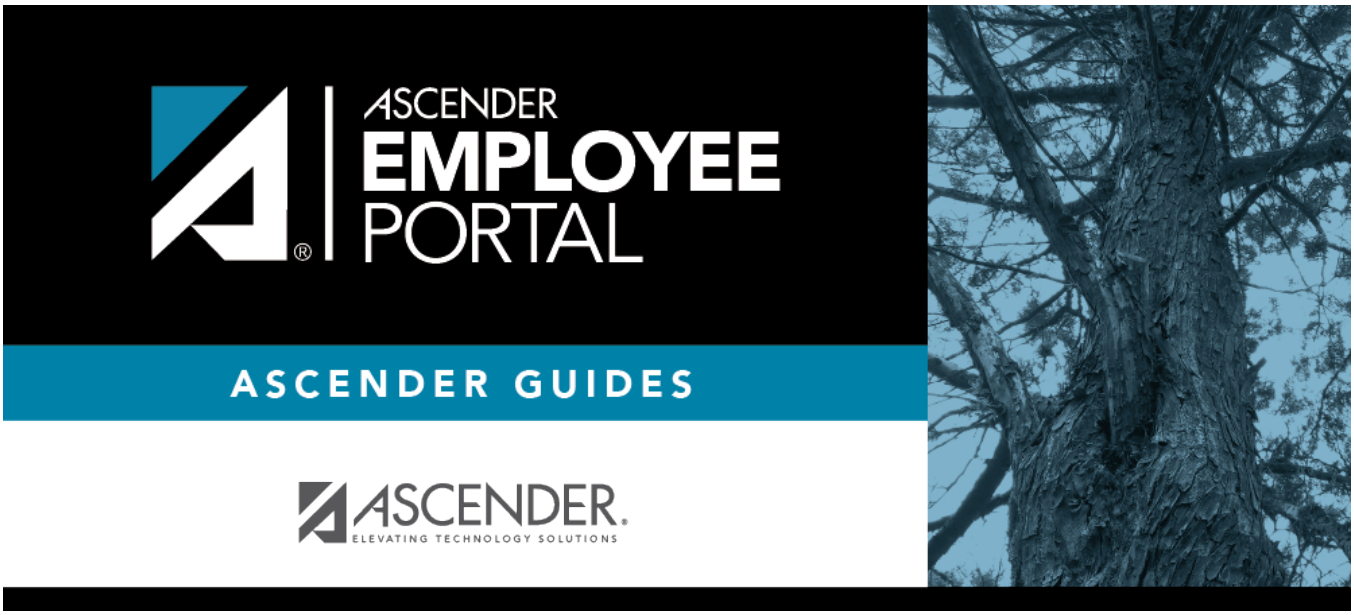
- A Table of Contents is displayed on the left, and the selected Help topic is displayed on the right.
- The Help topic is specific to the application page. You can browse other Help topics using the Table of Contents.

Exit Application

In the upper-left corner of any page (in the blue section), click  to log out of the portal and return to the EmployeePortal Login page. Any unsaved data will be lost.

Access the Self-Service Profile Page

Click your name in the upper-left corner or click  at any time to access the Self-Service Profile page.


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