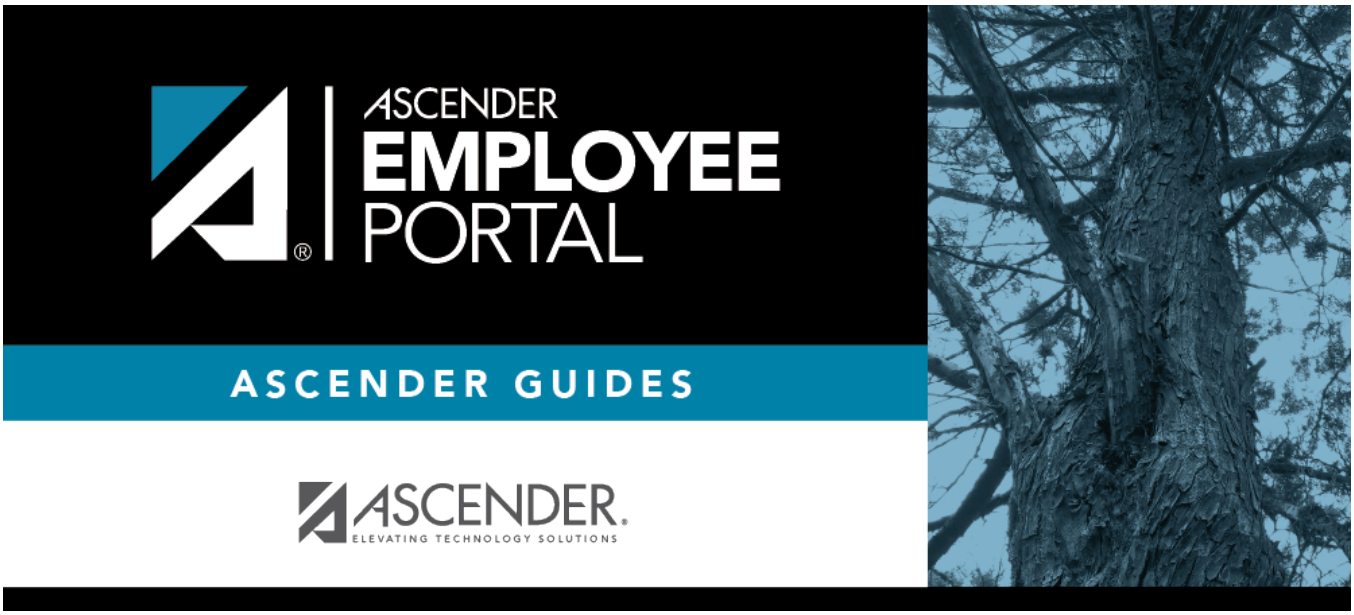


ASCENDER EmployeePortal Navigation

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. 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

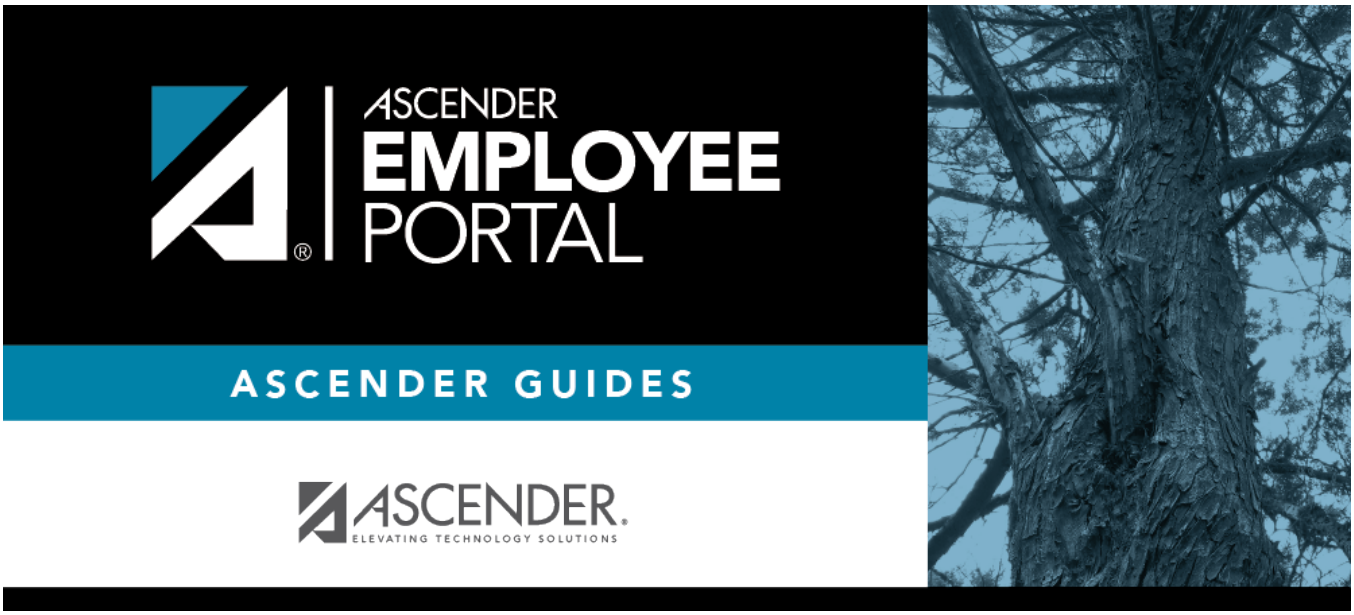
In the top-left corner of any page, click  to log out of the portal and return to the EmployeePortal Login page. Any unsaved data will be lost.

Access the Self-Service Profile Page

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

View Notifications

Click  to view any notifications from EmployeePortal.


ASCENDER
EMPLOYEE
PORTAL
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover