



# ASCENDER EmployeePortal Navigation



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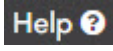
This page provides information about navigating EmployeePortal.

## Menu

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


- Click  to minimize the menu view.
- 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.

- Click **Mark All As Read** to mark all notifications as read and clear the number of notifications.
- Click  to clear each individual notification.



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