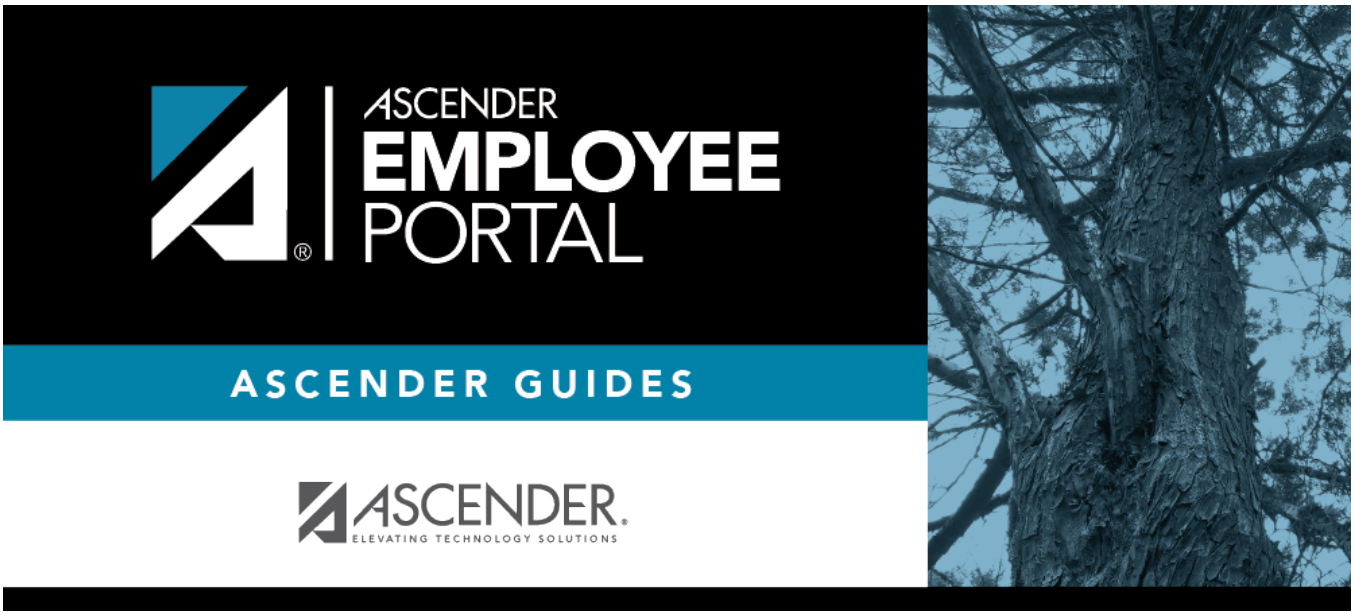



# ASCENDER EmployeePortal Navigation

# Table of Contents

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# 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.
- 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.

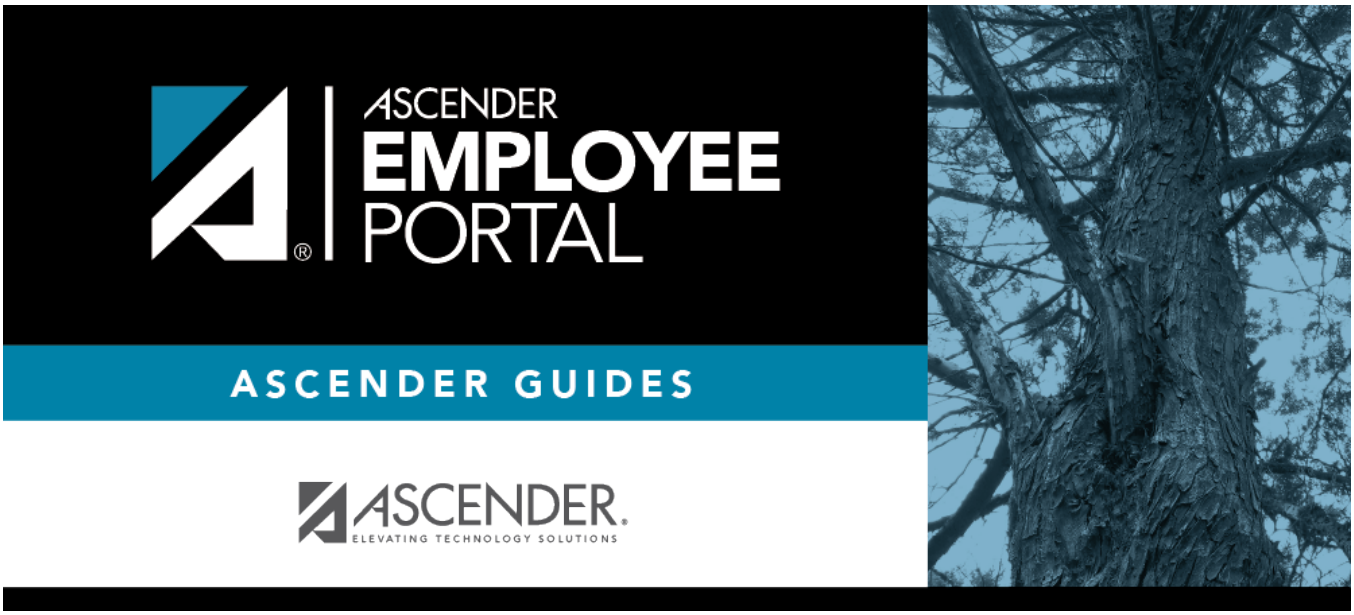
### Access the Self-Service Profile Page

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 all notifications.
- Click  to clear each individual notification.


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