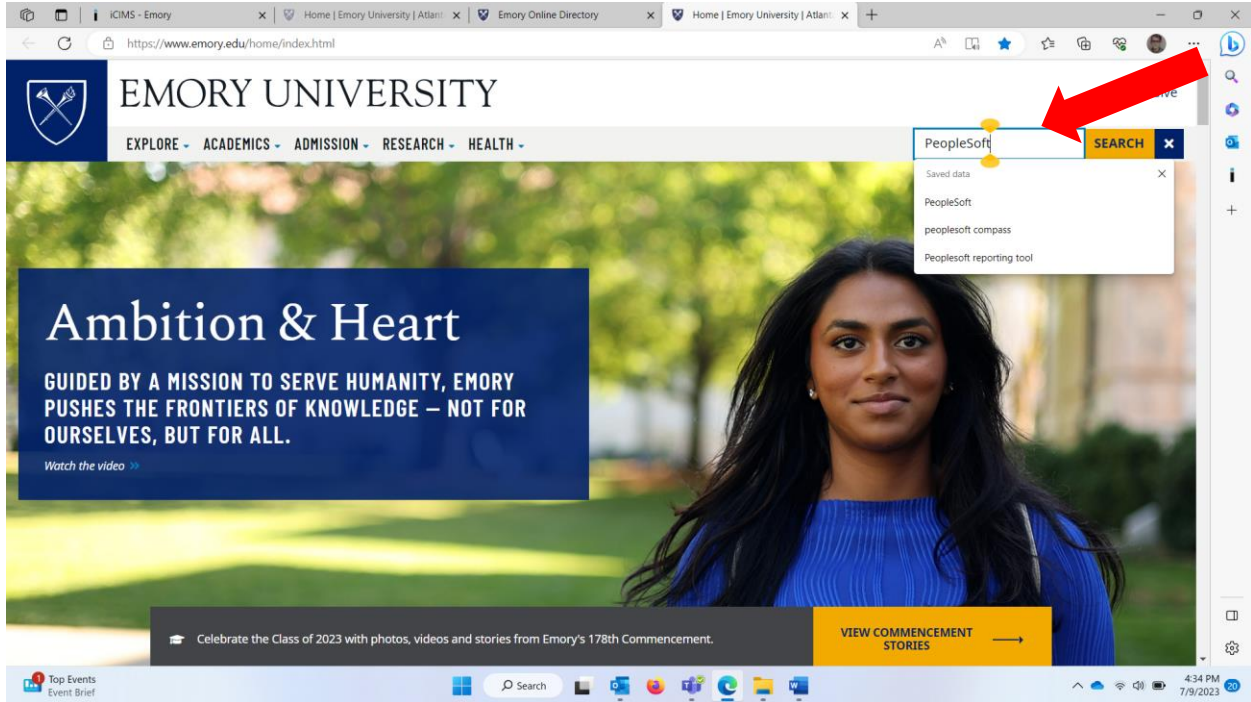
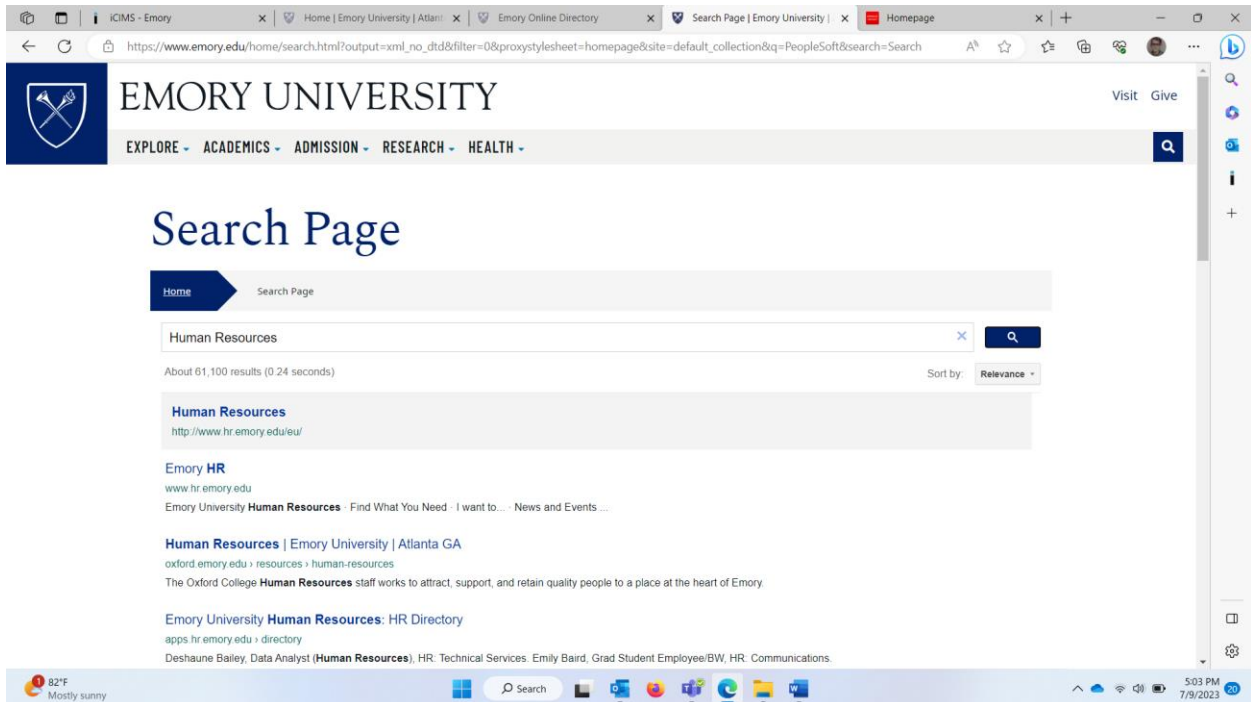


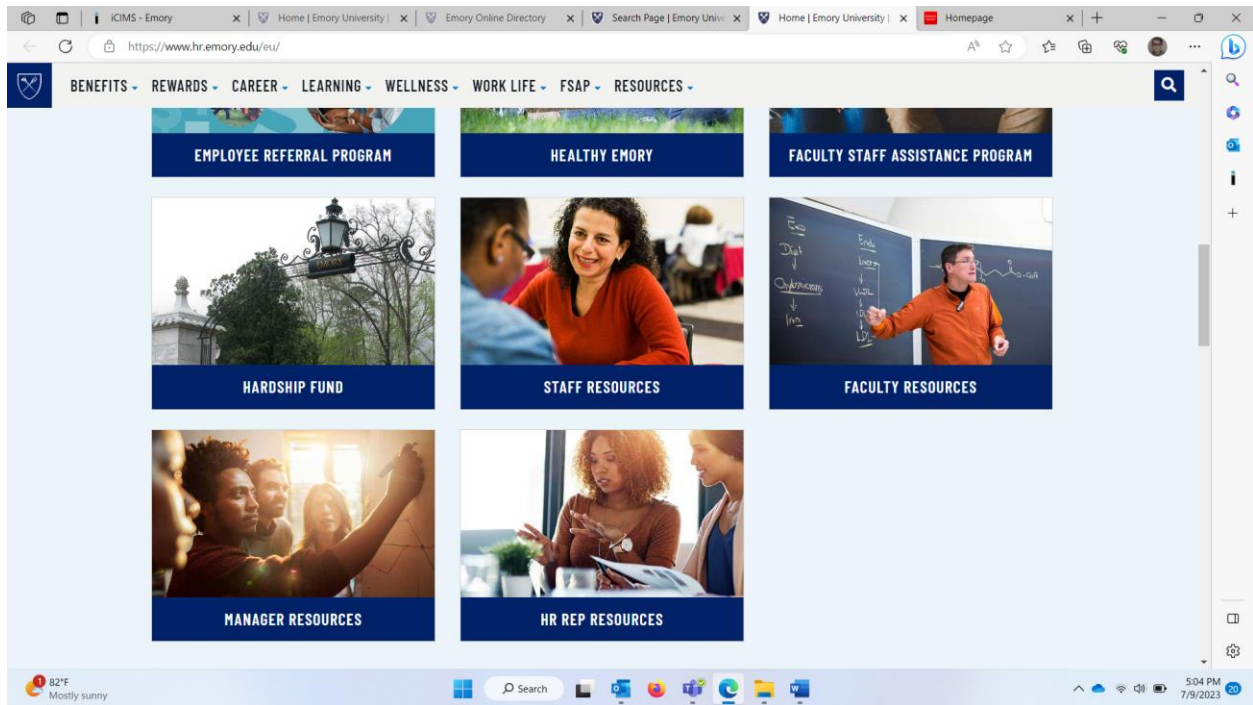
Log into your PeopleSoft page. Begin with Emory.edu and utilize the search box. Type in "Human Resources"



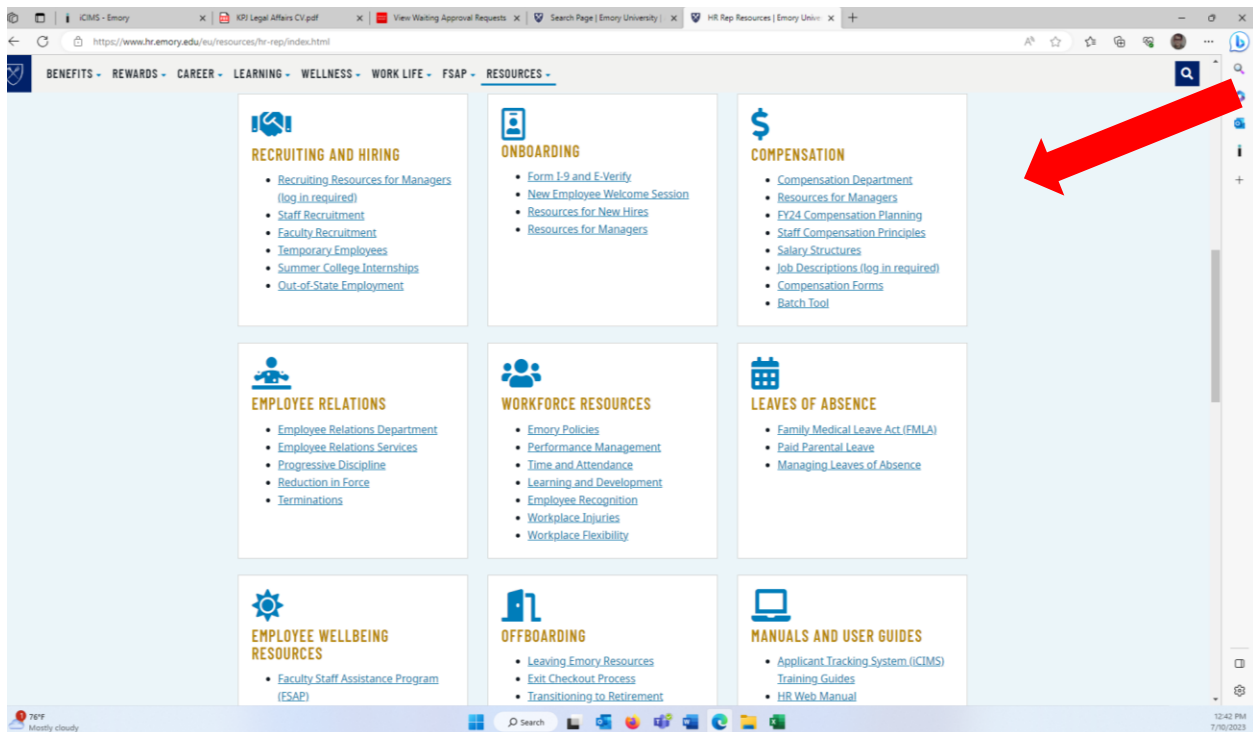
Select the site Human Resources:



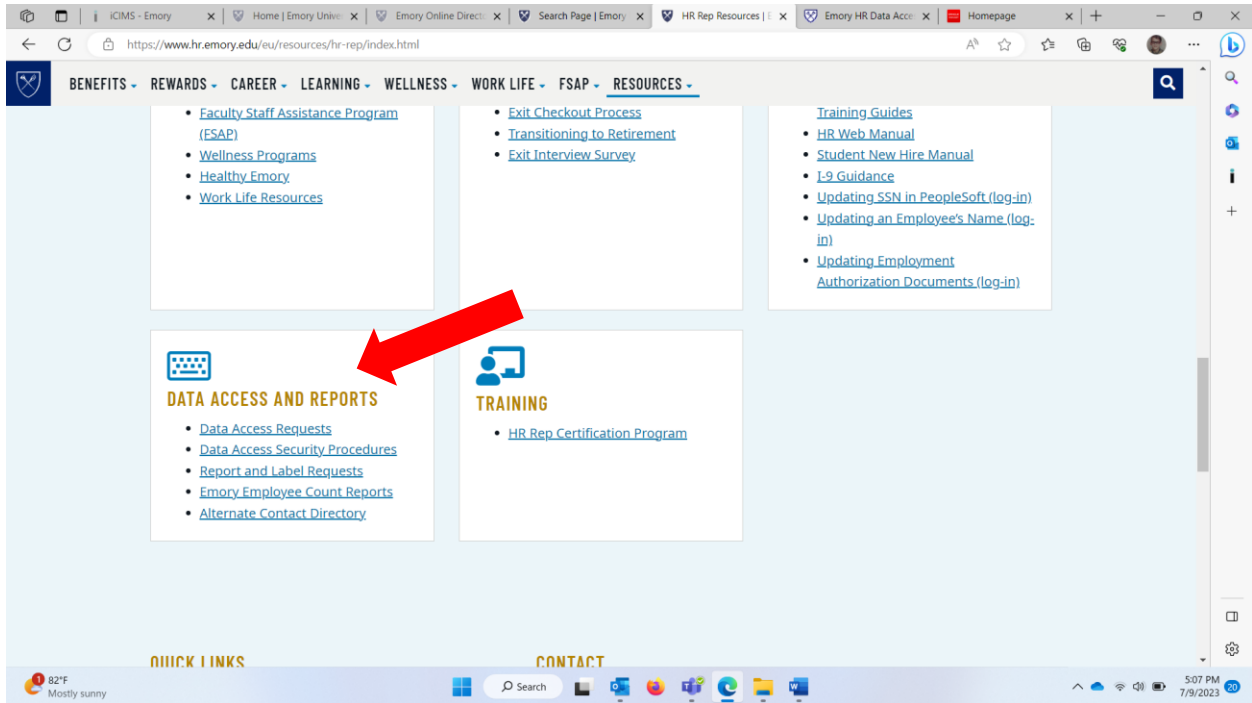
Once on the Human Resources Page, locate the "HR Rep Resources" tile



Helpful links to each area of HR



Including requesting access to programs:



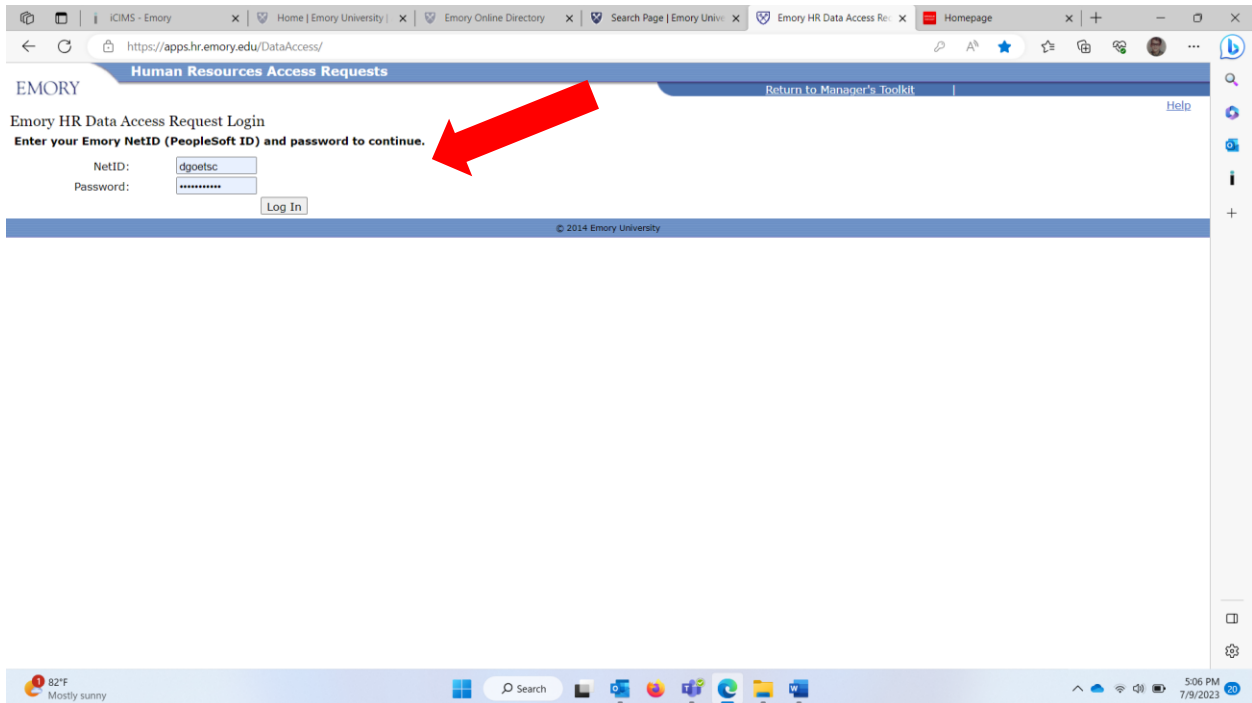
The screenshot shows the Emory University HR Resources page. The navigation bar includes: BENEFITS - REWARDS - CAREER - LEARNING - WELLNESS - WORK LIFE - FSAP - RESOURCES. The main content area is divided into several sections:

- Facility Staff Assistance Program (ESAP)**
 - Wellness Programs
 - Healthy Emory
 - Work Life Resources
- Exit Checkout Process**
 - Transitioning to Retirement
 - Exit Interview Survey
- Training Guides**
 - HR Web Manual
 - Student New Hire Manual
 - L-9 Guidance
 - Updating SSN in PeopleSoft (log-in)
 - Updating an Employee's Name (log-in)
 - Updating Employment Authorization Documents (log-in)
- DATA ACCESS AND REPORTS**
 - Data Access Requests
 - Data Access Security Procedures
 - Report and Label Requests
 - Emory Employee Count Reports
 - Alternate Contact Directory
- TRAINING**
 - HR Rep Certification Program

A red arrow points from the 'DATA ACCESS AND REPORTS' section to the 'TRAINING' section.

At the bottom, there are sections for QUICK LINKS and CONTACT. The system tray shows 82°F Mostly sunny, 5:07 PM 7/9/2023.

Sign in with your Emory University Issued NET ID



The screenshot shows the Emory HR Data Access Request Login page. The page title is "EMORY Human Resources Access Requests". The main heading is "Emory HR Data Access Request Login". Below the heading, it says "Enter your Emory NetID (PeopleSoft ID) and password to continue." A red arrow points to this instruction.

The login form includes:

- NetID:
- Password:
-

At the bottom, there is a copyright notice: © 2014 Emory University. The system tray shows 82°F Mostly sunny, 5:06 PM 7/9/2023.