Portal Notifications

Overview: This job aid guides Emory University employees through the step-by-step directions for viewing portal notifications in HOME.

1 To access HOME, log in to Self-Service (**http://leo.cc.emory.edu)** with your Emory Network ID and password. Then, click on the **Workplace Health** tile.

2 You will be prompted to log in again with your Net ID and password.

3 If you are a manager, you will be given a choice between portal access or supervisor access. Click **Portal** and your dashboard will appear. If the bell icon is red when you log in to the HOME portal, that means you have a message or a notification. Click on the **red bell.**
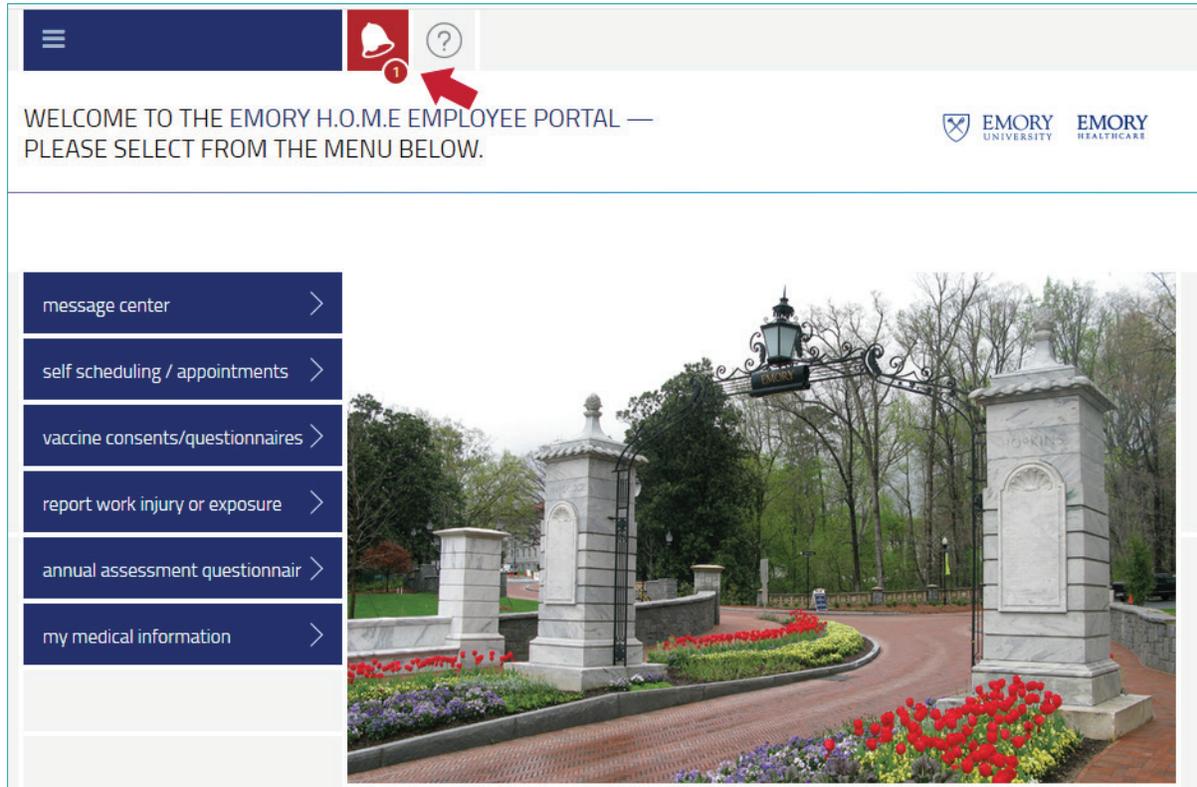
4 Your messages and any other portal notifications will appear.