

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.

EMORY UNIVERSITY | EMORY HEALTHCARE | Login

Login to AttributeContract

Network ID

Password

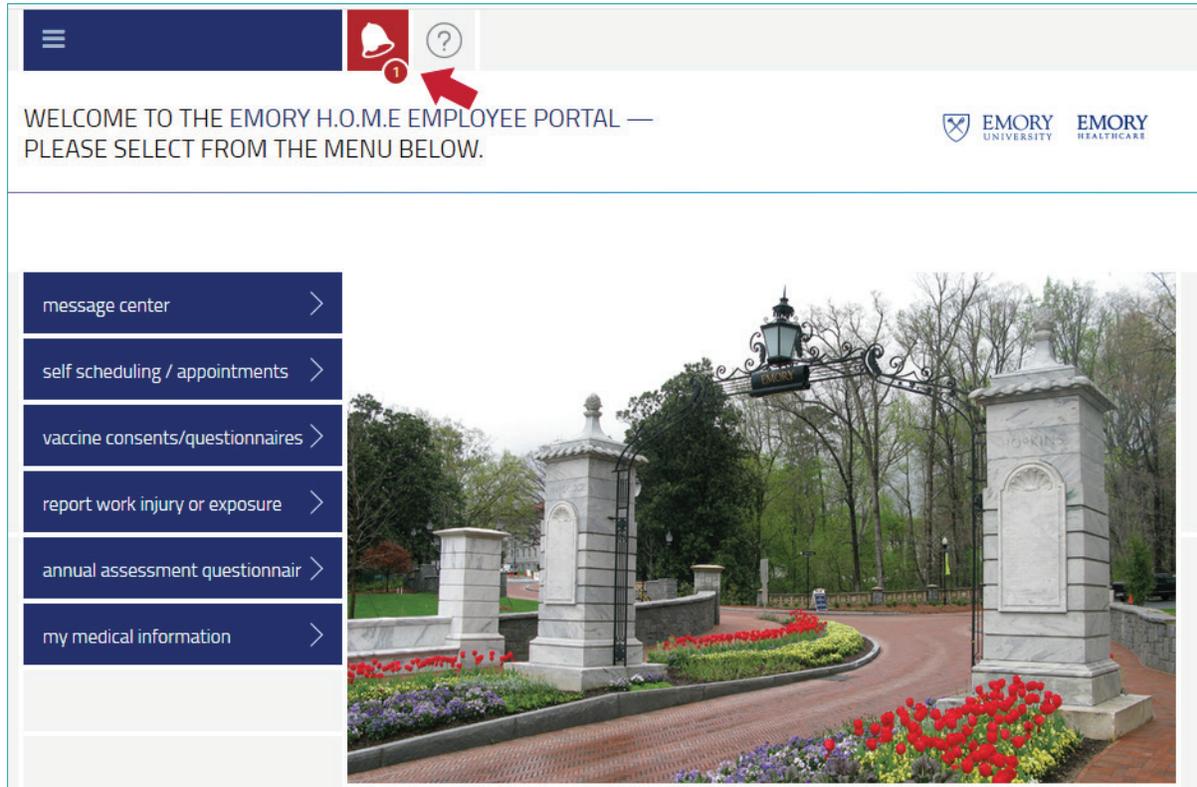
Login

Forgot Password?

Login is Emory's authentication tool for logging into multiple web systems and applications. If you have any questions, problems, or comments about Login, please contact the University Service Desk at (404) 727-7777 or the Emory Healthcare Call Center at (404) 778-HELPR. You may also submit an IT support request at <http://help.emory.edu/>.

You are about to access a computer system maintained or made available by Emory University and/or Emory Healthcare that is intended for authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your acceptance of Emory's IT Conditions of Use and other applicable policies and your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by Emory University or Emory Healthcare, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.

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.

