## **Portal Notifications**

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



**EMORY** 

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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.

▼ Self Service				
Payroll	Benefits	Personal Information	Time and Leave	
Performance Management	Professional Information	Total Rewards	Careers	
Benefit Vendors Links	Workplace Health	Employee Giving	Work Life	
Gift Reporting	Emory Learning Management	Employee Search		

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

EMORY EMORY LUNIVERSITY HEALTHCARE LOGIN		
Login to AttributeContract		
Network ID	Log m is there y 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-HELR You may also submit an IT support request at https://help.emory.edu/.	
Password		
Login		
Forgot Password?		
You are about to access a computer system maintained or made available by Em system is strictly prohibited and may be subject to criminal prosecution. By proce applicable policies and your consent to monkroing, rotriviay, and sideolarue of an Healthcare, including law enforcement purposes and enforcement of rules concer	ary University and/or Emory Healthcare that is intended for authorized users only. Unauthorized use of this edding, your use of this system constitutes your acceptance of Emory's IT Conditions of Use and other y information within this system for any purpose deemed appropriate by Emory University or Emory ning unacceptable uses of this system.	

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**.



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Your messages and any other portal notifications will appear.

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MESSAGE CENTER	•		EMORY EMORY REALTHCARE		
QUESTIONNAIRES			$\sim$		
01-17-2019 Express Care Clinic Questionnaire is in progress			cancel resume		
MESSAGES					
messages	)				
UNREAD DATE	SENDER	SUBJECT	UNREAD ONLY   SHOW ALL		
You have no messages at this time.					