Supervisor Portal Overview: HOME

EMORY
UNIVERSITY

HOME

Overview: This job aid provides Emory University **supervisors** of an overview of the HOME (Health and Occupational Management at Emory) Portal.
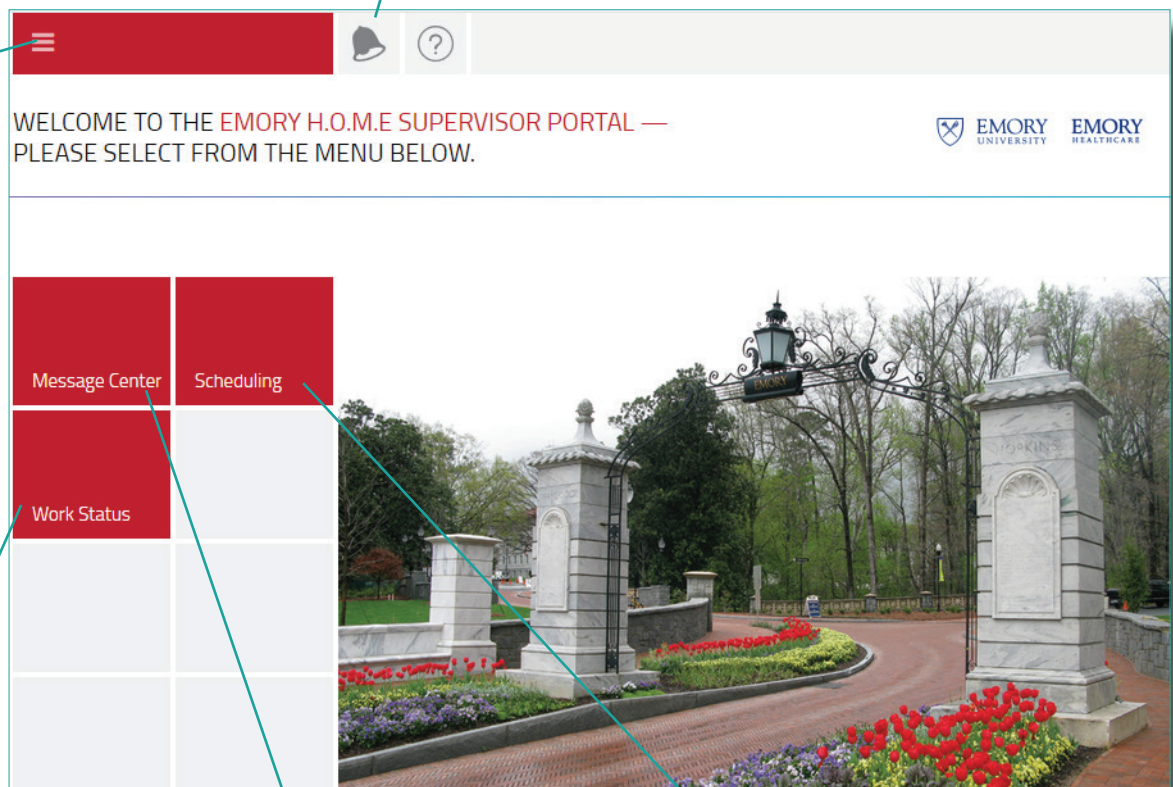
To access HOME, log in to Self-Service (**http://leo.cc.emory.edu)** with your Emory Network ID and password. Then, click on the **Workplace Health** tile.

Notification Bell
Click on the **notification bell** to access messages and alerts. These may be about a direct report's work status changes, restrictions and accommodations or a notification to complete a Supervisor After Action Report on a direct report's work-related injury.

Side menu
Access supervisor features, your own employee portal or to log out of the system using this menu.

WELCOME TO THE EMORY H.O.M.E SUPERVISOR PORTAL — PLEASE SELECT FROM THE MENU BELOW.

EMORY UNIVERSITY   EMORY HEALTHCARE

Message Center   Scheduling

Work Status

Work Status
View direct report's restrictions and accommodations.

Message Center
Access messages and alerts from the system.

Scheduling
Request an appointment for a direct report.