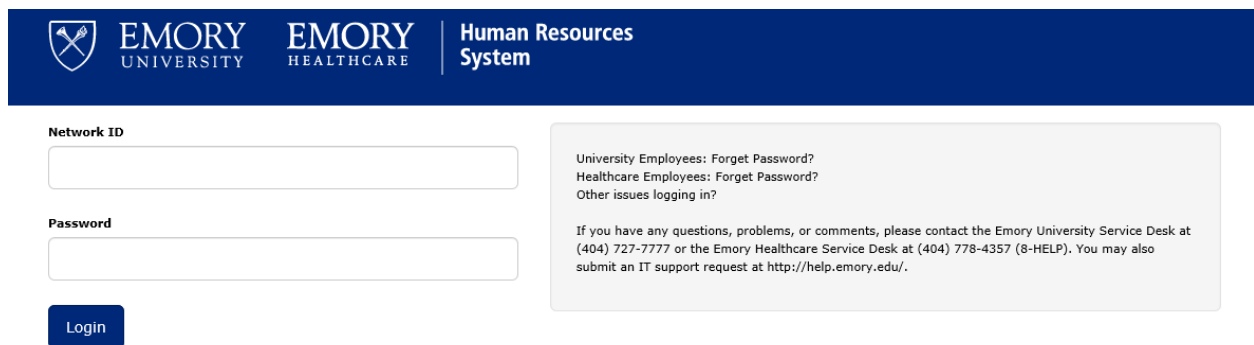# "How Do I Find My Employee ID?"

Your employee number is your seven-digit Emory Healthcare number. If your employee number starts with "o" please make sure to include the "o" when entering into the Sharecare portal.

To locate your Employee Number follow these simple steps:

1. Insert the link below or Click Here!

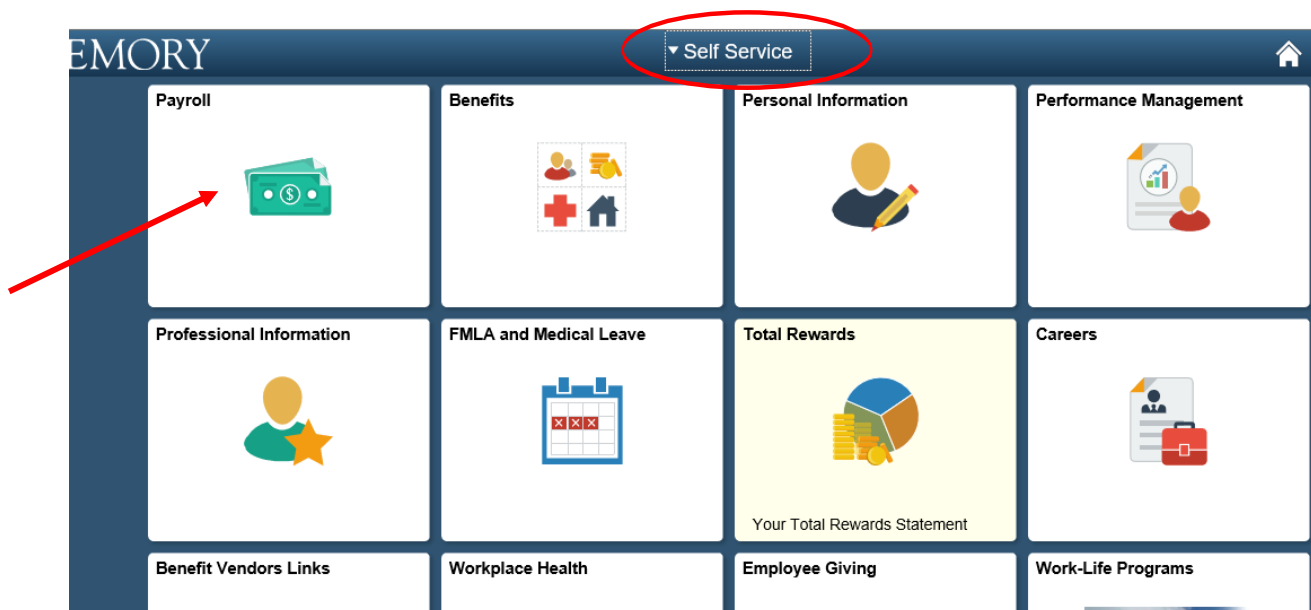https://hrprod.emory.edu/psp/hrprod/?cmd=login&languageCd=ENG&

2. Once you get here login-in using your PeopleSoft User ID (aka Emory Healthcare Network ID). If you don't have one contact Emory Healthcare Service Desk at 404-778-4357 or http://help.emory.edu.

3. Select "Self-Service", then "Payroll" from or Select "Personal Information"

a. Should you select "Payroll" locate your Employee ID in your paystub

b. Should you Select "Personal Information" from the home screen, you can obtain your Employee ID from "Name and Profile Details", then "Employee Profile"

4. If you're still having trouble, there is another way to get your Employee ID:
   a. Log into the HealthStream Learning Center (HLC) regulatory training platform.
      i. Once you log in with your network credentials, your employee number will populate in the top left corner.