INTRODUCTION

This guide details how to log into myHR without an HHS Citrix account. If you have any difficulty throughout this process please contact myHR at 1-905-521-2100 ext. 46947 or myhr@hhsc.ca. After 20 minutes of inactivity, the system will automatically log you out.
Once you have finished using myHR, please log out of the system.

This guide is divided into the following sections:
1. myHR Sign In Page (Page 1)
2. Resetting Your Password (Pages 1 – 2)
3. Setting a New Password (Page 3)
4. Using your New Password (Page 4)

1. myHR Sign In Page

Step 1.1
Click the following link to access your myHR page: myHR Sign In Page

2. Resetting your Password

Step 2.1
Use the left side of the screen under Sign In to access your account.
NOTE: You will not be able to use the Company's Sign-in option.
Step 2.2
Click on **Forgot Password**.

Step 2.3
The system will prompt you to enter your **User Name** or **Medportal Email**. Enter your **User Name (Hospital Employee Number)** or your Medportal e-mail and click **Forgot Password**. Hit **Submit** to have your password sent to you via e-mail.

**NOTE**: Your **Hospital Employee Number** is your **User Name**.
3. Setting a New Password

Step 3.1
Check your email for the automatically generated email from myHR (Check spam/junk inboxes if you do not see as it may have filtered into one of those). Open the email and click on the Temporary Password link.

Step 3.2
You will be asked to enter your Password and Confirm Password. Then hit Submit.

NOTE: There are parameters surrounding the elements of your new Password.
4. Using your New Password

Step 4.1
You will be automatically redirected to the log in page, use the left side with your **User ID** and new **Password**.

**NOTE**: You will receive a confirmation email regarding the change in your password.

*For any additional questions, you can contact myHR:*
*Phone: 1-905-521-2100 ext. 4myHR (46947)*
*Email: myhr@hhsc.ca*