



Get the Facts on HR Direct: Streamlining Your Login Process

Too many passwords?
HR Direct makes life easier!

The University of Massachusetts has started a phased enhancement of the application login process by leveraging campus accounts across the University. Your campus account will soon be used to access Enterprise applications. The first phase will allow you to access HR Direct using your Campus Account in Spring 2009.

Understanding Your Campus User ID and Password

When you login to the HR Direct application, you will complete the following required fields: Campus User ID, Password, and Campus.



The **Campus User ID** is the same as the campus account name you use to login to your UMass email and/or work computer (i.e. lastname).

The **Password** is the same password you use with your campus account.

Note: If you change your campus account password, please make sure to use that new password when logging into HR Direct.

The **Campus** dropdown list is used to verify your account when you login to HR Direct. Just click the dropdown list and select the [President's Office](#) value.

After your login information is entered, click the button. The HR Direct application homepage will then open.

What if I forget my Password?

If you forget your password, you will notice there is a [Forgot Password?](#) link on the bottom of the Secure Access Login page. Click on this link to access the Forgot Password page. Click on the

[UMass President's Office](#) link for Forgot Password information.



You can click on the [Back to Login](#) link at the bottom of the Forgot Password page to navigate back to the Secure Access Login page.

Login Issues: Contact the Service Center

If you encounter any issues logging in to the application, you will notice a [Need Help?](#) link at the bottom of the Secure Access Login page. If you click this link, the Need Help page will open. You can then click on the [UMass President's Office](#) link for contact/support information.



You can click on the [Back to Login](#) link at the bottom of the Need Help page to navigate back to the Secure Access Login page.

Check out the "Logging in and out of HR Direct" UPK Tutorial Now!

For more information on how to login to the HR application, navigate to the campus HR Direct Training page and access the "Logging in and out of HR Direct" web tutorial.

HR Direct Training Site:
www.massachusetts.edu/hrdirect/training