



# PeopleFirst Portal

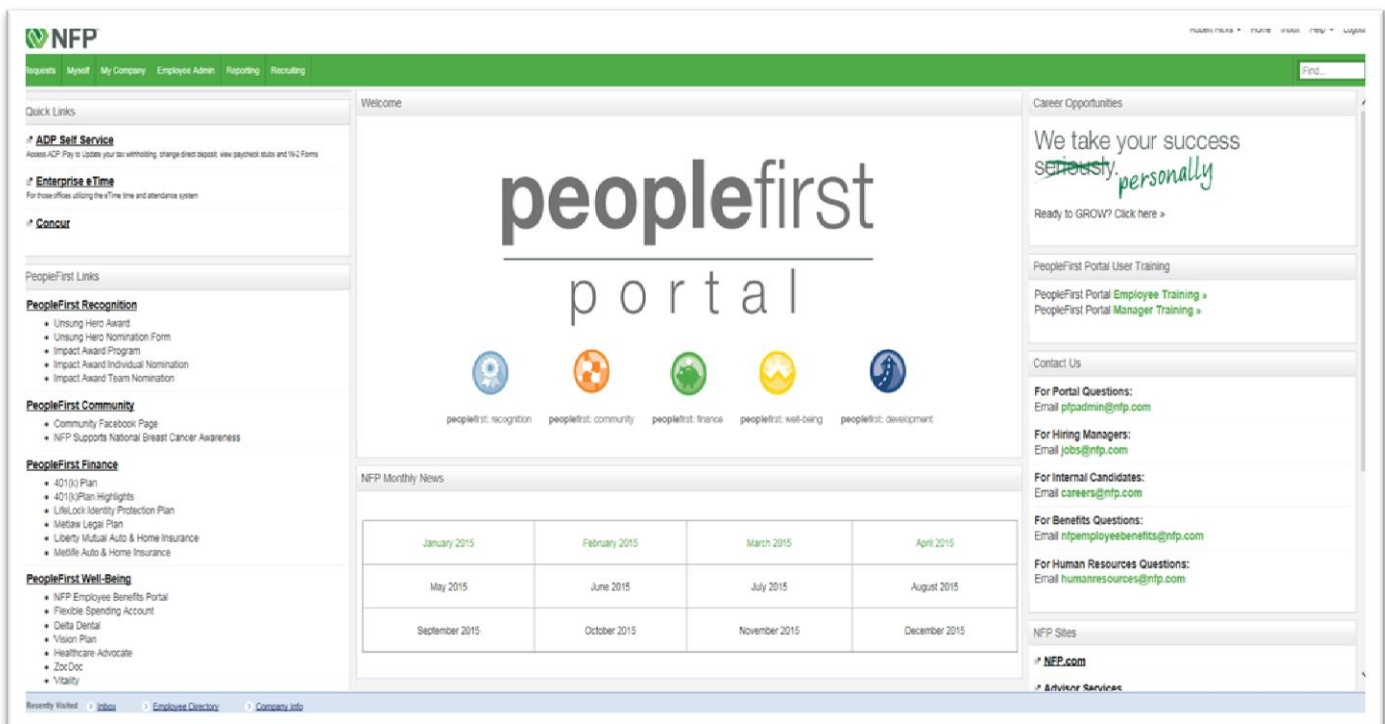
Login Job Aid

## Overview

The *PeopleFirst Portal* will be your single, central platform that houses all of your HR information and NFP company-wide information. From the *PeopleFirst Portal*, you'll be able to:

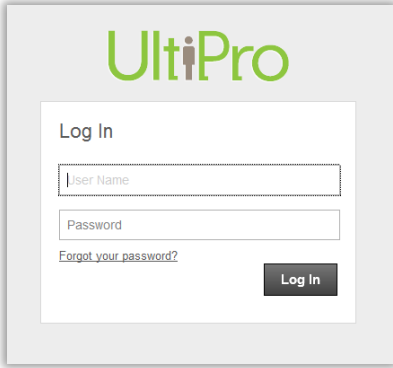
- Efficiently manage your employee data without having to call the Human Resources department, allowing you to stay focused on your work
- Access company documents and information
- Access personal information, 24/7, from home, work or a mobile device – anywhere you have an internet connection
- Make changes to your personal information, such as:
  - Personal address
  - Telephone number
  - Add/change emergency contacts
  - Report certain life events

Additional features for performance and career development will be released throughout 2015 culminating with a change of payroll systems so all information is housed within the *PeopleFirst Portal*.



# Logging On

When you log in for the first time, there are a few additional steps you must take.

Step	Action
Navigate to the PeopleFirst Portal	<ol style="list-style-type: none"> <li>1. Navigate to: <b>PeopleFirst Portal</b>.</li> <li>2. Because you'll visit this portal often, you may wish to bookmark this link for future use.</li> </ol> 
Enter your Username and Password	<ol style="list-style-type: none"> <li>1. <b>Default Username</b> is the first initial of your legal first name + last name + birth year in YYYY format. <ul style="list-style-type: none"> <li>• Example: John Smith born 1/1/1960 would be JSmith1960.</li> </ul> </li> <li>2. <b>Default Password</b> is your birth year YYYY format + your home zip code. <ul style="list-style-type: none"> <li>• Example: John's zip code is 19014 so his password would be 196019014.</li> </ul> </li> </ol>
Change your Password	<p>You will be prompted to change your password upon initial login.</p> <ol style="list-style-type: none"> <li>1. Password requirements are listed on the 'change password screen'.</li> <li>2. Must contain at least 2 letters.</li> <li>3. Must contain at least 1 uppercase letter.</li> <li>4. Must contain at least 1 lowercase letter.</li> <li>5. Must contain at least 1 number.</li> <li>6. Must contain at least 1 special character.</li> </ol>
Create 3 Challenge Questions	<ol style="list-style-type: none"> <li>1. You will be prompted to create challenge questions and answers.</li> <li>2. You must create and answer all 3 questions. <i>Note: The PF Portal won't allow you to use the same answers for all three of your challenge questions.</i></li> <li>3. If you forget your password, you can click the Forgot Password link on the login screen to be prompted to answer your challenge questions.</li> </ol>

## Additional Support

If you need additional support or would like to ask a question, you can reach the PeopleFirst Portal administration team at [pfpadmin@nfp.com](mailto:pfpadmin@nfp.com).