Accessing Self-Service From Outside Of The GNWT Corporate Network



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1 - Accessing Self-Service From Outside of the GNWT Corporate Network

For your convenience, the Human Resources Self-Service system can now be accessed from outside of the corporate network. This means that you can now log in to Self-Service from any computer in the world that is connected to the Internet.

As the Human Resources Self-Service system is used to transmit private and confidential data, we recommend that you take the following steps to ensure the security of your information whenever possible:

- Check that the latest updates to your computer's operating system and web browser have been installed.
- Check that your computer is free of viruses and other malicious software by running a virus and malware scan.
- Check that your computer's firewall is enabled and operational.

Please be aware: While we make every effort to ensure the safety of your personal information by encrypting your connection to self-service, the security of the computer you are using to access the system is **your responsibility**.

To get to the Self-Service sign-in page on a computer that is outside of the Corporate network, first navigate to the Human Resources web site (http://www.hr.gov.nt.ca). Once on the Human Resources home page, click the <u>HR Systems</u> link on the left. This will take you to the HR Systems page.



Figure 1 - The HR Systems link on the HR Website

From here, click on the Self-Service Login Page link. This will take you to the self-service login page.



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User ID:	Select a Language:	
	<u>English</u>	<u>Español</u>
Password:	<u>Dansk</u>	Deutsch
	<u>Français</u>	Français du Canada
Sign In Forgot Password	<u>Italiano</u>	Magyar
	Nederlands	Norsk
To set trace flags, click <u>here</u>	<u>Polski</u>	Português
	<u>Suomi</u>	<u>Svenska</u>
	<u>Čeština</u>	<u>日本語</u>
	<u>한국머</u>	Русский
	<u>ไทย</u>	简体中文
	<u>繁體中文</u>	العربية

Figure 2 - The Self-Service Login page

When you have finished using Self-Service, please ensure that you log out of the system by clicking on the Sign out link in the top right-hand corner of the page. Logging out using this link ensures that another person using the computer after you cannot resume your current session with the system.

If you are using a computer that is accessible to the general public, such as one located in a library or an internet café, additional steps should be taken to ensure the safety of your personal information. For further guidelines, consult part two of this document.

2 - Clearing Private Data

When leaving a public terminal, it is important to take steps to ensure that you do not leave private information on the computer that could later be used to impersonate you and access the GNWT Self-Service environment.

> **Remember!** As you are using a public terminal, any information you leave on the computer is potentially accessible to anyone who happens to use the same computer in the future!

Please consult the instructions appropriate to your browser on how to clear your private data when leaving a public terminal.

2.1 - Clearing Private Data in Internet Explorer

The procedure for clearing private data in Internet Explorer varies depending on the version of Internet Explorer in use. To determine the version of Internet Explorer you are using, inside Internet Explorer, open the Help menu, and click About Internet Explorer.

🖉 About Internet Explorer	×	
Windows* Internet Explorer 7		
Version: 7.0.5730.11 Cipher Strength: 128-bit Product ID: 84876-600-0011903-00101 Update Versions:0		
Warning: This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.		
OK ©2006 Microsoft Corporation System Info		

Figure 3 - The About Internet Explorer dialog box in Internet Explorer 7

2.1.1 - Internet Explorer 6

To clear your private data when using Internet Explorer 6, use the following steps:

- 1. Open the **Tools** menu, and select **Internet Options**.
- 2. Select the General tab.
- 3. Under the Temporary Internet Files heading, click the Delete Cookies button, and click Ok in the confirmation dialog that appears.
- 4. Under the Temporary Internet Files heading, click the Delete Files button, check the Delete all offline content checkbox in the dialog that appears, and then click Ok.
- 5. Under the History heading, click the Clear History button, and click Ok in the confirmation dialog that appears.
- 6. Close any Internet Explorer windows that are open.
- 7. If applicable, log off from the computer.

Internet Options		
General Security Privacy Content Connections Programs Advanced		
Home page You can change which page to use for your home page.		
Address: http://www.hr.gov.nt.ca/		
Use <u>Default</u> Use <u>Blank</u>		
Temporary Internet files Pages you view on the Internet are stored in a special folder for quick viewing later.		
Delete Cookjes Delete <u>F</u> iles <u>S</u> ettings		
History The History folder contains links to pages you've visited, for quick access to recently viewed pages.		
Days to keep pages in history: 20 芸 Clear History		
Colors Fonts Languages Accessibility		
OK Cancel Apply		

Figure 4 - The Internet Options window in Internet Explorer 6

2.1.2 - Internet Explorer 7

To clear your private data when using Internet Explorer 7, use the following steps:

- 1. Open the Tools menu, and select Delete Browsing History.
- 2. Click the Delete All button in the window that appears.
- 3. Close any Internet Explorer windows that are open.
- 4. If applicable, log off from the computer.

Delete Browsing History	X
Temporary Internet Files Copies of webpages, images, and media that Delete files are saved for faster viewing	
Cookies Files stored on your computer by websites to save preferences such as login information.	
History List of websites you have visited. Delete <u>h</u> istory	
Form data Saved information that you have typed into Delete forms	
Passwords Passwords that are automatically filled in when you log on to a website you've previously visited.	
About deleting browsing history Delete all	

Figure 5 - The Delete Browsing History window in Internet Explorer 7

2.2 - Clearing Private Data in Firefox

To clear your private data when using Mozilla Firefox, use the following steps:

- 1. Open the Tools menu, and select Clear Private Data.
- 2. In the dialog box that appears, ensure that all of the checkboxes are checked, and then click Clear Private Data Now
- 3. Close any Firefox windows that are open.
- 4. If applicable, log off from the computer.

😢 Clear Private Data 📃 🔍 🗙
Clear the following items now:
Erowsing History
Download History
Saved Form and Search History
Cache
Cookies
☐ Saved <u>P</u> asswords
Authenticated Sessions
Clear Private Data Now Cancel

Figure 6 - The Clear Private Data dialog box in Firefox