

Accessing Self-Service From Outside Of The GNWT Corporate Network



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 \(http://www.hr.gov.nt.ca\)](http://www.hr.gov.nt.ca). Once on the Human Resources home page, click the [HR Systems](#) 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.

ORACLE
PEOPLESOFT ENTERPRISE

User ID:
Password:

[Sign In](#) [Forgot Password](#)

To set trace flags, click [here](#)

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	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.



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.

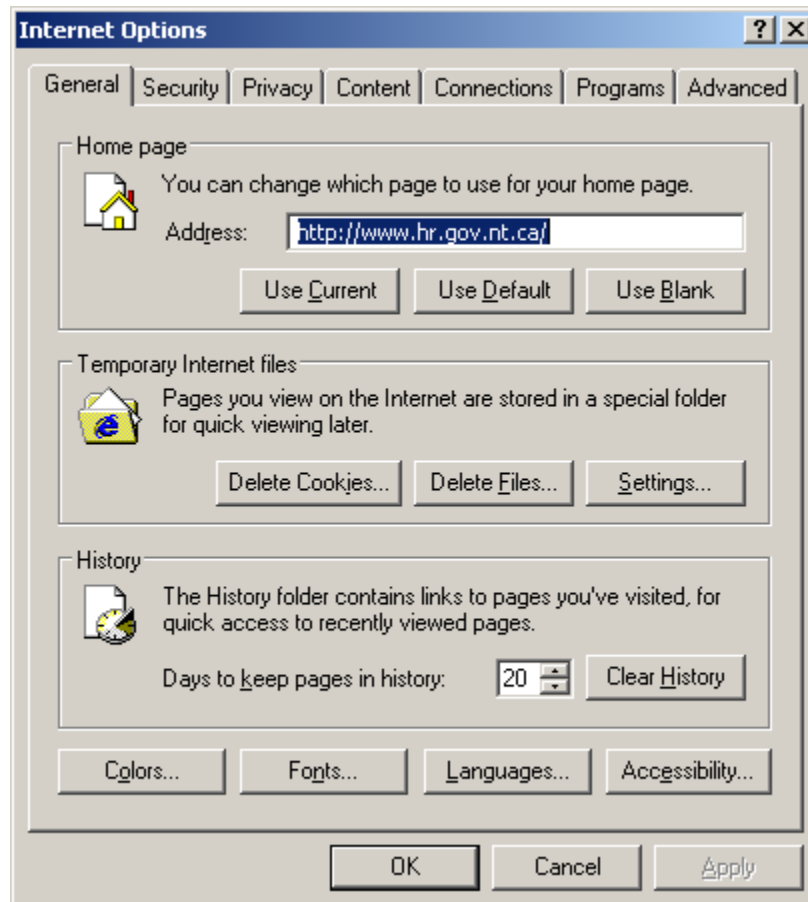


Figure 4 - The Internet Options window in Internet Explorer 6

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.

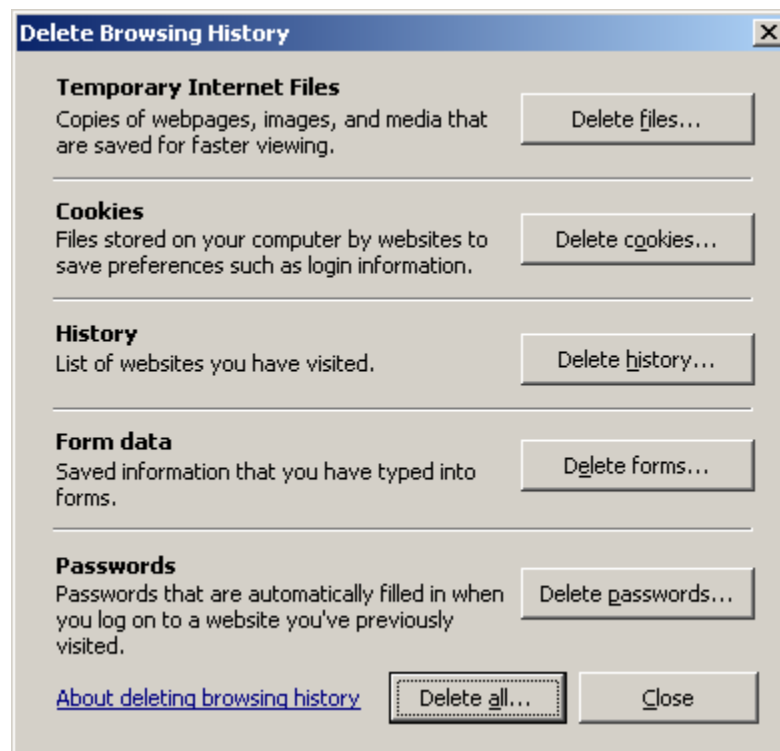


Figure 5 - The Delete Browsing History window in Internet Explorer 7

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.

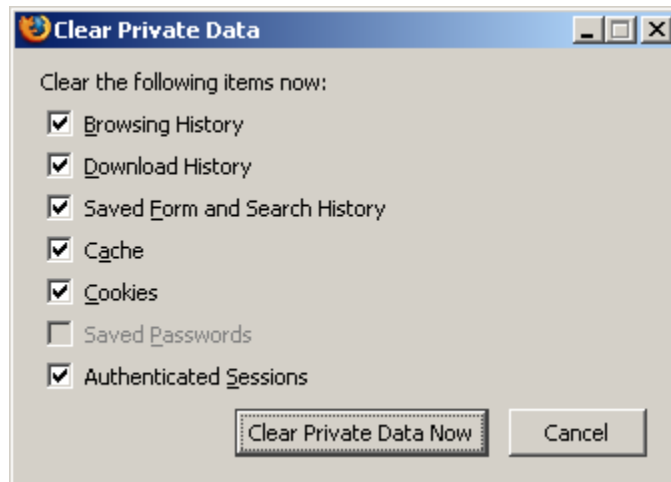


Figure 6 - The Clear Private Data dialog box in Firefox