

## **EMPLOYEE CONNECT INSTRUCTIONS**

The link and log-on instructions are below. Employee Connect can only be opened while ON CAMPUS!!

**Please use Chrome when opening Employee Connect.**

<http://10.131.1.22/employeeconnect>


User ID = 1<sup>st</sup> 3 letters last name  
Last 4 numbers social security number

PW = First initial first name  
First initial last name  
Last 4 numbers social security number  
@  
Four digit of DOB year

For example for john smith:  
smi6077  
js6077@1979

**You will also have to go into the settings of Chrome and Allow Popups**

### **How to Allow pop-ups in Chrome:**

1. On your computer, open Chrome.
2. At the top right, click on the 3 dots 
3. Click Settings.
4. At the bottom, click Advanced.
5. Under "Privacy and security," click Site settings.
6. Click Pop-ups and Redirects.
7. At the top, where it says "Blocked (recommended)" turn the setting to Allowed.