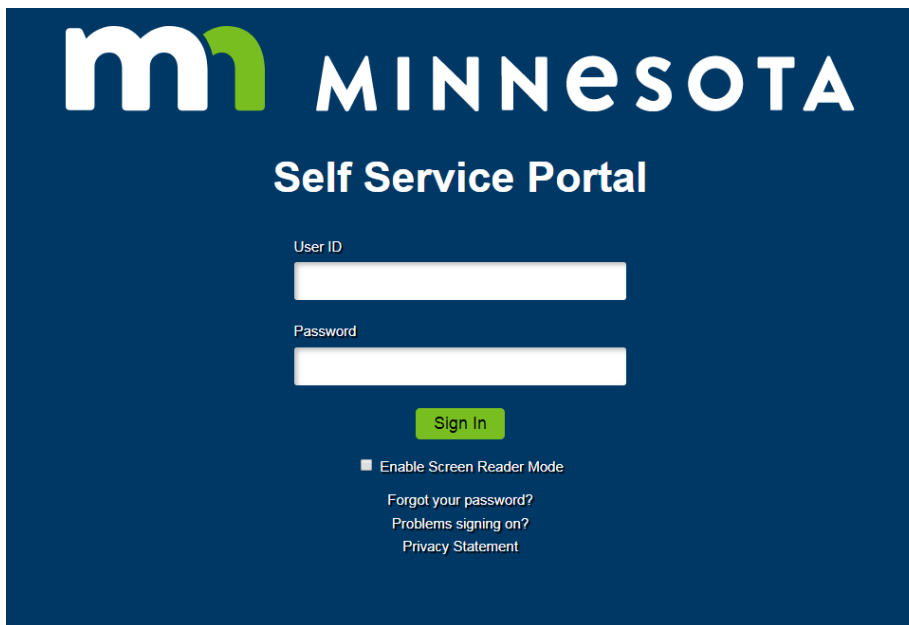


How to Access and Navigate in Self Service

1. Go to www.mn.gov/selfservice. The State of Minnesota Self Service Portal sign-in page displays.

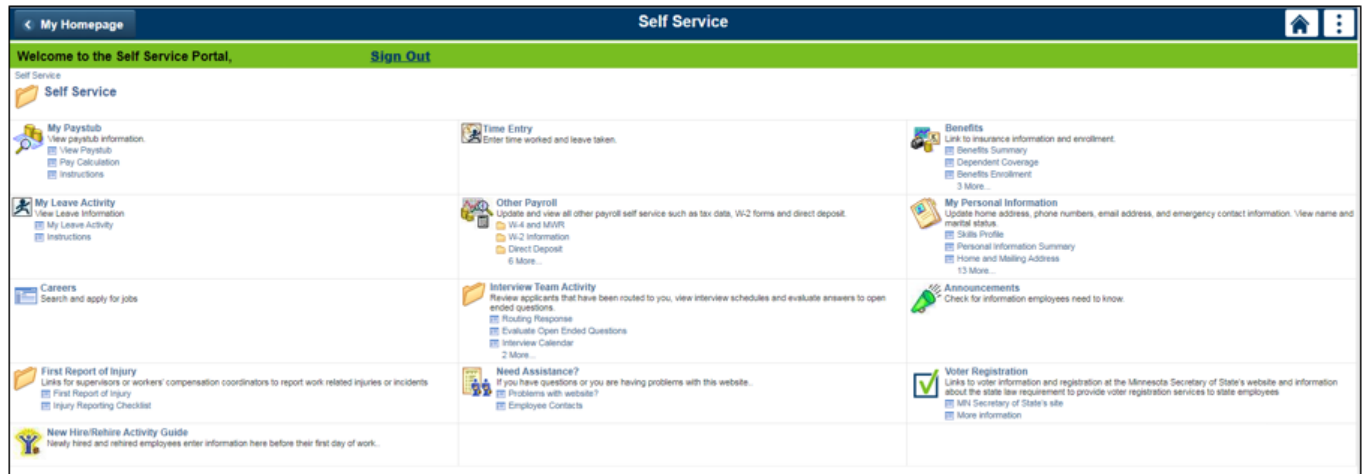


The screenshot shows the Minnesota Self Service Portal sign-in page. At the top, the Minnesota logo (a stylized 'm' with a green leaf) is followed by the word 'MINNESOTA' in white. Below this, 'Self Service Portal' is written in white. There are two white input fields: 'User ID' and 'Password'. Below the 'Password' field is a green 'Sign In' button. Under the button, there is a checkbox labeled 'Enable Screen Reader Mode' and three links: 'Forgot your password?', 'Problems signing on?', and 'Privacy Statement'.

2. Type your User ID and Password; then press Enter or select the Sign In **Sign In** button.
(New employees: Obtain your User ID and initial Password from your HR or Payroll office.)
3. My Homepage displays. Select the Self Service tile.

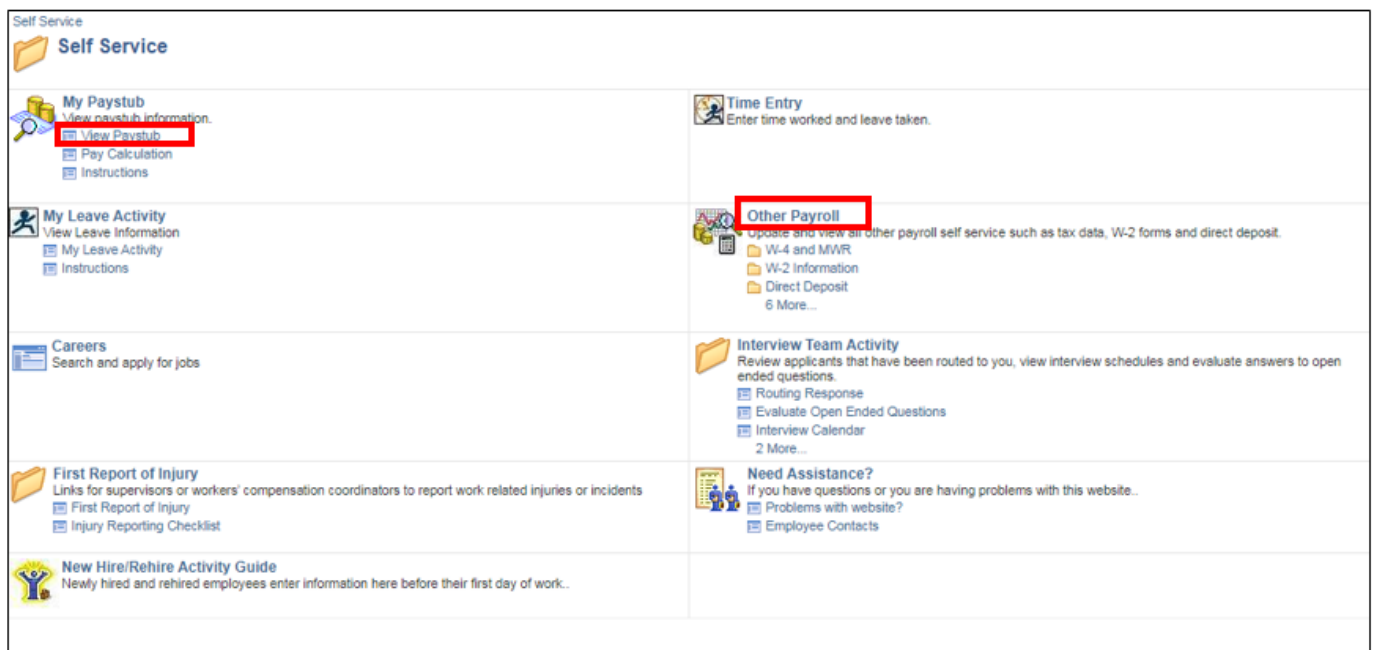


4. The Self Service Navigation Page displays.





Using the Navigation Page

Navigate by selecting the desired link on the Navigation Page. An individual page or additional links will display depending on your selection. If needed, continue navigating until you reach the desired page.



To Exit a Self Service Page












Select Actions List  icon, located on the Top-Bar and select Sign Out.
or

Select the Sign Out  link located on the Welcome Banner near the top left.

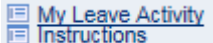
Be sure to sign out by selecting the Sign Out option. If you do not sign out and you are using a public computer, the next person may be able to click the back button on the browser and view your information. **It is important to also close all PDF files that opened in separate windows.** If you don't close the PDF files, they remain open and available to the next person using the same computer.

Close the browser window only after you sign out. When the browser window is closed without signing out, the Self Service session continues to be connected for several more minutes before it is terminated. These unnecessary connections reduce available resources for other users.

Buttons and Links Used in Self Service

Button or Link	Function
 13-24 of 62 	Use the header bar links and buttons to navigate through multiple records. Click First to see the first record. Click Last to see the last record. Click the arrows to see the next or previous record.
View All	Click the View All link to display additional rows of information.
 	Click the plus or minus buttons to add or delete additional rows of information.
	Click the calendar button to view monthly calendars and select a date.
	Click the drop-down arrow to display a list of available choices.
	Click the magnifying glass to view the values allowed in a field and to select the one you want.
 Save Save	Click the Save button to save the information you have entered.
	Click the pencil to edit a record.
	Click the trash can to delete a record.
	Click the checkbox associated with the pen to acknowledge agreement, and attach your electronic signature.

Notes About Self Service

- When navigating in Self Service, make selections from the navigation page or the Main Menu; do not use the back and forward buttons on your browser.
- Most functions have a link for instructions  near the page you access.
- Many documents such as payroll forms and instructions are available as portable document format (PDF) files. To view or print PDF files in Self Service, you need to have the required version of Adobe Acrobat Reader; see [Self Service Software and Hardware](#)

[Requirements](#). If required by your agency, check with your technical staff before installing the software on your office computer.

- If you have a question or need assistance with Self Service, refer to [Self Service - FAQ](#)