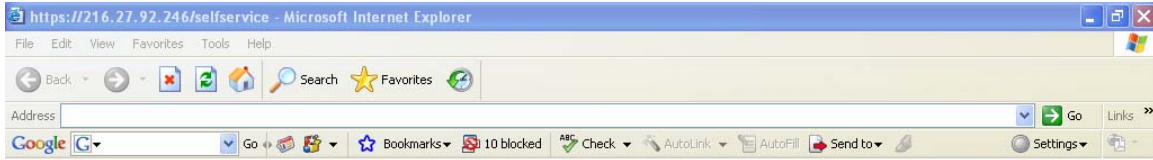


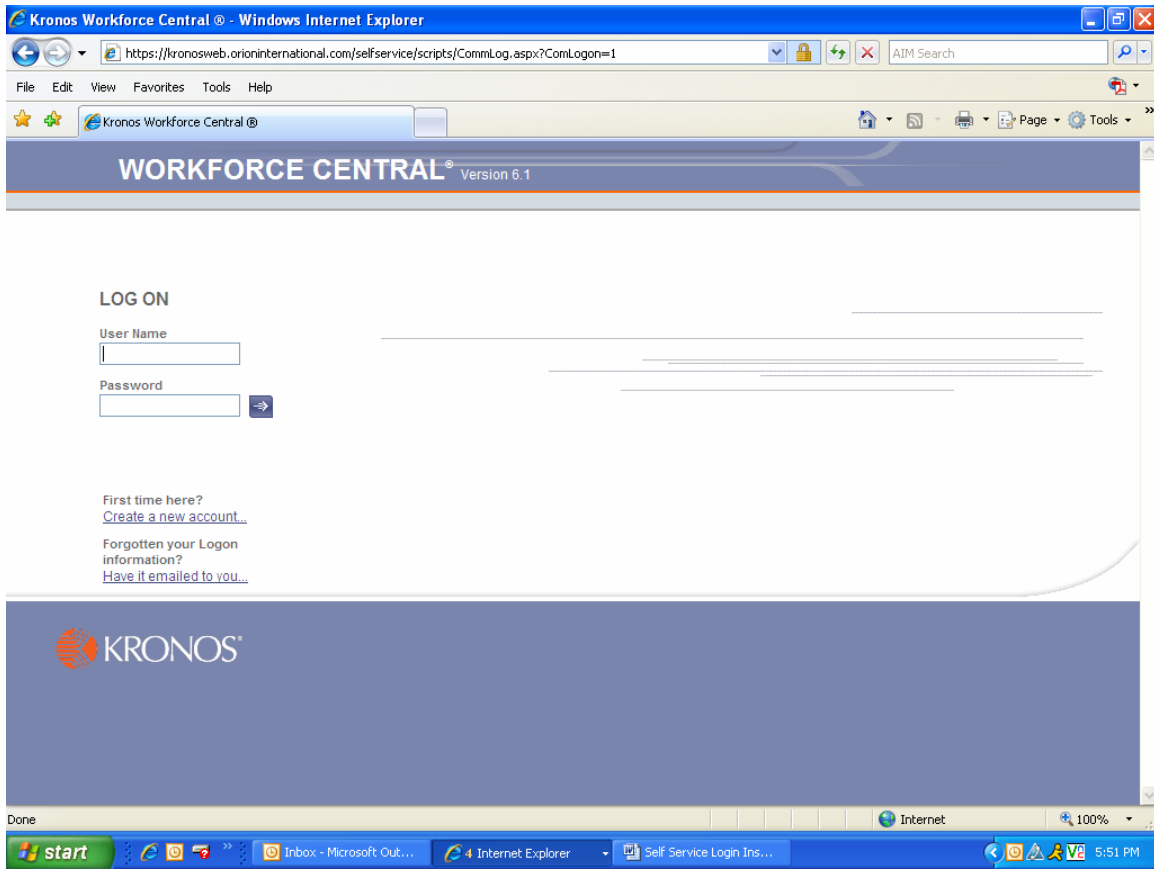
Kronos Self Service Log-In Instructions



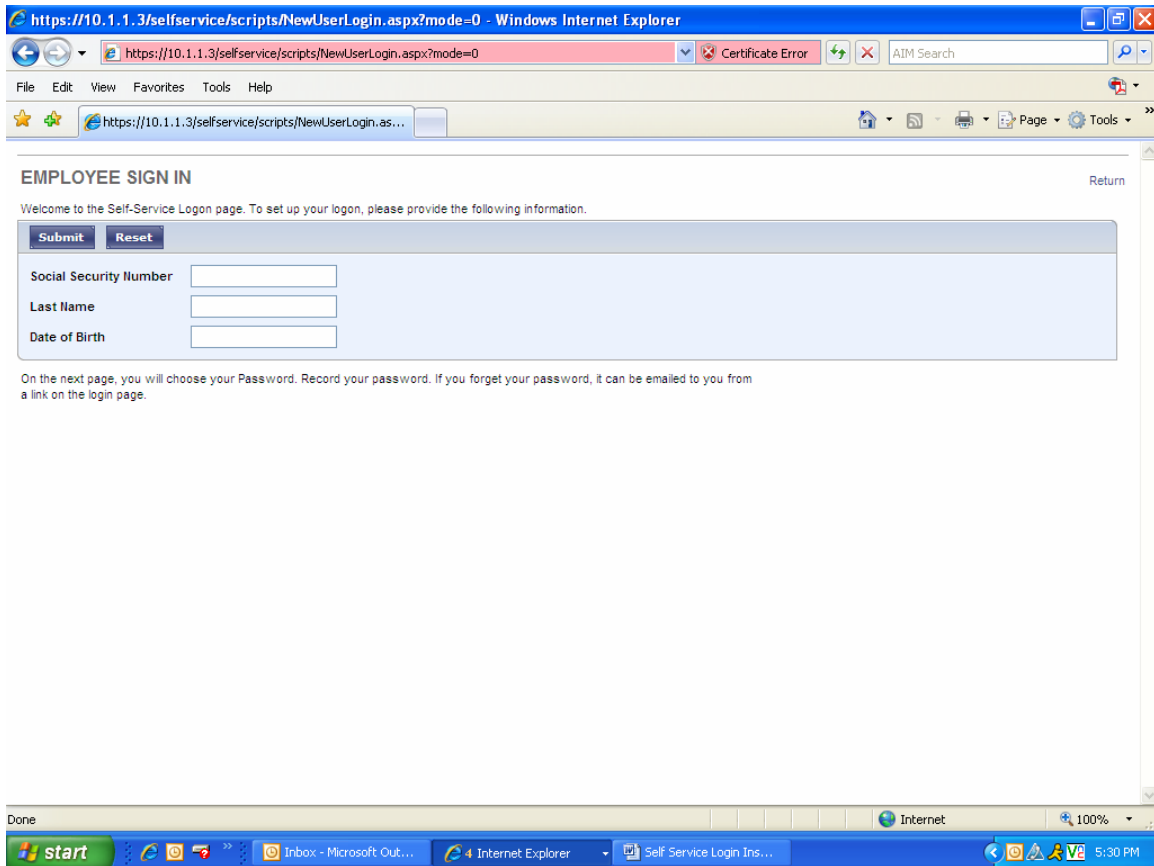
Open an Internet Explorer window and navigate to:
<https://nstarkronosweb.orioninternational.com/selfservice/>

Our IT department has worked extremely hard to ensure that your information is secure as you access the self service pages and transmit your user names, passwords, and personal information across the internet. We are using Secure Socket Layer (SSL) protection, the same as banks and other institutions that use the internet to display sensitive, personal information.

You will see the screen above stating the name on the security certificate is invalid or does not match the name of the site. In our case, the Certificate does not match the name of the site. This is because we are accessing this site by using the IP address and that number does not match the alphabetic name used to register the SSL Certificate. This is perfectly acceptable and you should click "Yes" to proceed.

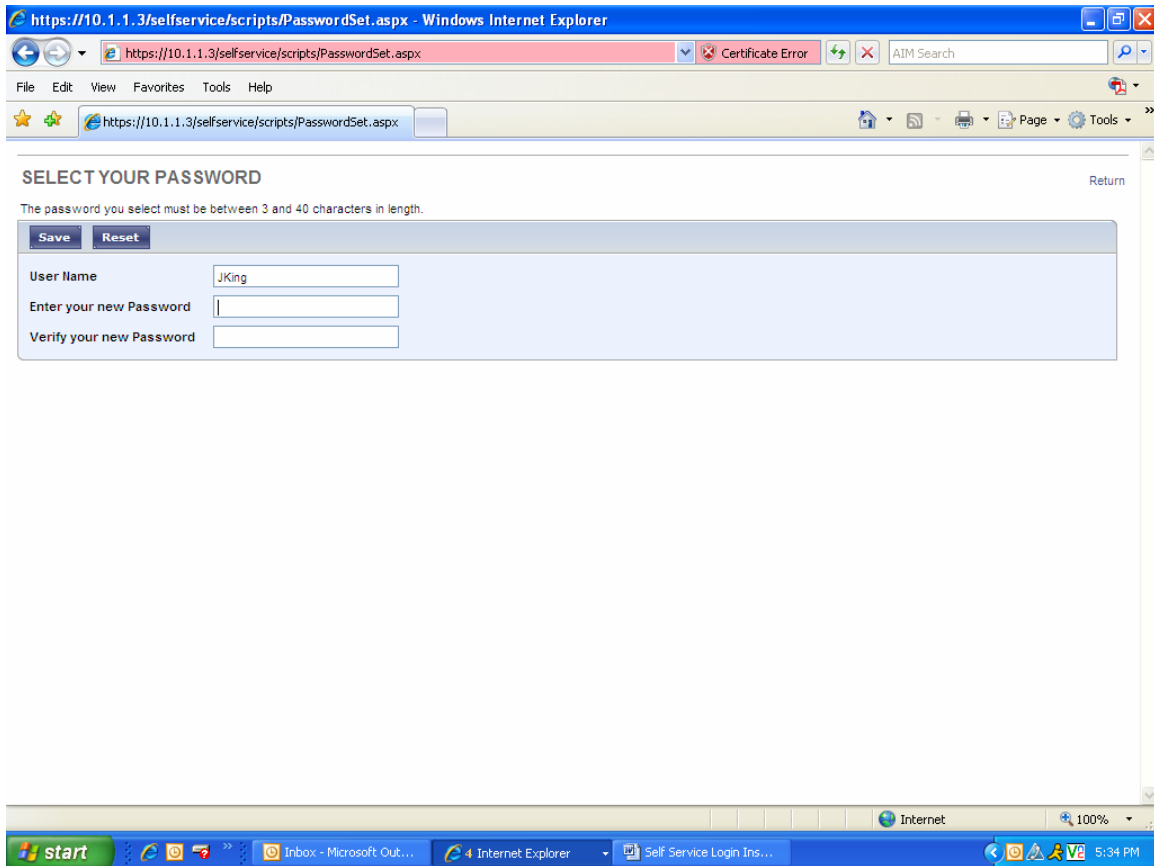


In the bottom left-hand corner of this screen, you will see the hyperlink to “Create a new account...” Click the Create a new account... link.

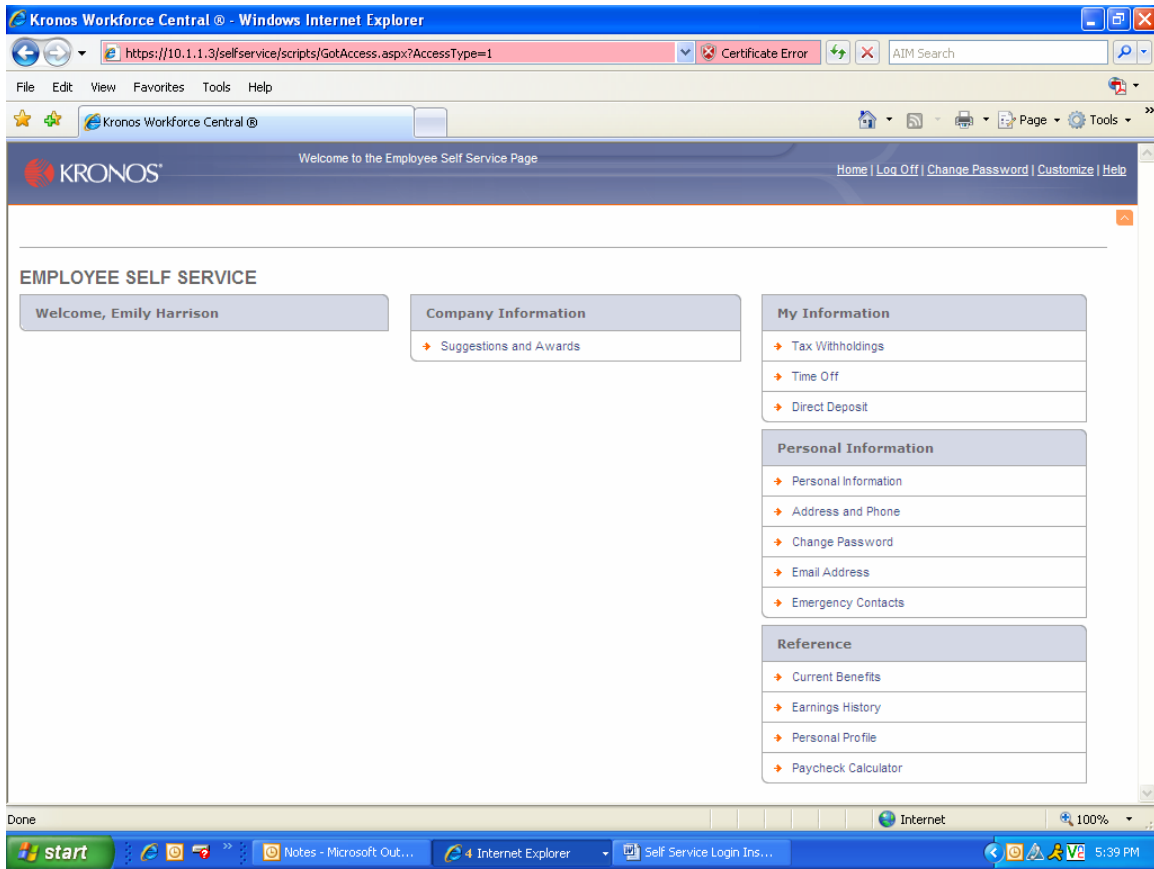


You will be asked to enter your Social Security Number, Last Name (as it appears on your Social Security Card), and Date of Birth to verify your identity. Enter this information and click the [Submit] button.

On the following page, you will set your new password.



Your username will be your first initial and last name. There are very few restrictions on your password, as I know a lot of you like to use the same passwords for multiple applications. The security of your password is your responsibility. I would strongly suggest that you use a combination of capital and lower case letters, numbers and symbols and that your password is at least 5 characters long. Ultimately, the choice and the responsibility are yours. You will be asked to enter your new password again to ensure there were no typos.



This is what your new employee self service page will look like.

Please take the time right now to review your information on the Direct Deposit, Tax Withholdings, Personal Information, Current Benefits and, of course Earnings History screens.

Enter your emergency contact information on the Emergency Contacts Screen. Click on "Emergency Contacts" on the right hand side of the screen. Once you enter their name and relationship, you will need to click on their name to add phone numbers and addresses. You can use the return button to go back one screen or click on "home" on the top right corner of the screen to return to the home page.

There is a "Help" hyperlink in the top right hand corner of the screen. You can use that link to answer some of the questions you may have.