eSuite Access Instructions

Have an eSuite account, but haven’t used it in a while?
**Reset Password** – pages 2-3

Do not have an eSuite account?
**Activate Your Account** – pages 4-5

For future reference please note your:
Username _________________________
Password _________________________
Reset Password Instructions

1. Go to: esuite.fairfieldsc.com/websites.hr.portal

Select Reset Password.

2. Complete the information in the following screen.
3. You should receive the following confirmation screen.

4. When you select the link to login, it will bring you back to the main login screen. Enter your username and your new password and click the blue button to login.

5. Select the drop down menu for MY HR.
Activate Account Instructions

1. Go to: esuite.fairfieldsc.com/websites.hr.portal

2. Complete the information in the following screen.
3. You should receive the following confirmation screen.

![Confirmation Screen]

Select the link to login.

4. When you select the link to login, it will bring you back to the main login screen. Enter your username and your new password and click the blue button to login.

5. Select the drop down menu for MY HR.

![MY HR Menu]

Select Print W2 Forms
Please be patient, this step takes a little time to load.