# 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

Fairfield County Council	HR Portal	í. H
Select Reset Password.	Employees Login Employees may log into the Human Resources portal using the form below. Username Password Remember me next time. LOGH Need a login? Tam an employee, but do not have a username and password. Activate Your Acount	
	Forgot password If you forgot your password you can reset it using the link below. Reset Password	

2. Complete the information in the following screen.

	Fairfield Count	y Council HR Portal	
ſ	Reset Password		
	Verify Your Identity		
	LAST NAME		
	SSN		
	CONFIRM SSN		
	Reset Your Password		
	CURRENT USERNAME		
	PASSWORD	Must be between 5 and 25 characters	
	CONFIRM PASSWORD	Must be between 5 and 25 characters	
		CONTINUE	

	Fairfield County Co	ouncil HR Portal	
	Reset Password		
4	Reset Your Password		
	PASSWORD RESET	Coloct the link to locin	
0	Your password has been reset	Select the link to login.	
0	Click to login.		
			© 2013 Fairf

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.

Fa	irfield ed by NWS	l Count	y Counc	il HR Portal
НОМЕ	MY HR	TIME ENTRY	BENEFIT ENROLLI	IENT LOGOUT
		ormation		
v	» Contacts/D » Deductions » Direct Depo	ependents s osits	IR Portal	Select Print W2 Forms
l W	<ul> <li>» Paychecks</li> <li>» Pay Rate</li> <li>» Personal In</li> </ul>	formation		Please be patient, this step
PI	» Positions » Taxes		EPENDENTS	takes a little time to load.
	» Print W2 Fi	count informati	on.	

## **Activate Account Instructions**

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

Fairfield County Council HR	R Portal
Select Activate Your Account.	Employee Login Employees may log into the Human Resources portal using the form below. Username Password Remember me next time. LOGN Need a login? I am an employee, but do not have a username and password. Activate Your Account
	Forgot password? If you forgot your password you can reset it using the link below. Reset Password

2. Complete the information in the following screen.

	unty Council HR Portal
Activate Your	Account
Complete the form below to be	gin the account activation process.
Verify Your Identit	ty
LAST NAME	
SSN	
CONFIRM SSN	
Create Your Accou	unt
USERNAME	
PASSWORD	Must be between 5 and 25 characters
	Must be between 5 and 25 characters

3. You should receive the following confirmation screen.

Fairf Powered by N	eld County Council HR Portal
Activ	ate Your Account
ACCOUNT	CREATED
Your Accou	nt has been activated.
<u>Click to lo</u>	jin.

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.

Fa	irfield	l County	y Counc	I HR Portal
HOME	MY HR	TIME ENTRY	BENEFIT ENROLLM	ENT LOGOUT
		ormation		
V	» Contacts/D » Deductions » Direct Depo	osits	IR Portal	Select Print W2 Forms
W				Please be patient, this step
Pl	» Positions » Taxes	NOT ADD D	EPENDENTS	takes a little time to load.
Ĺ	» Print W2 F	orms	on.	