

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

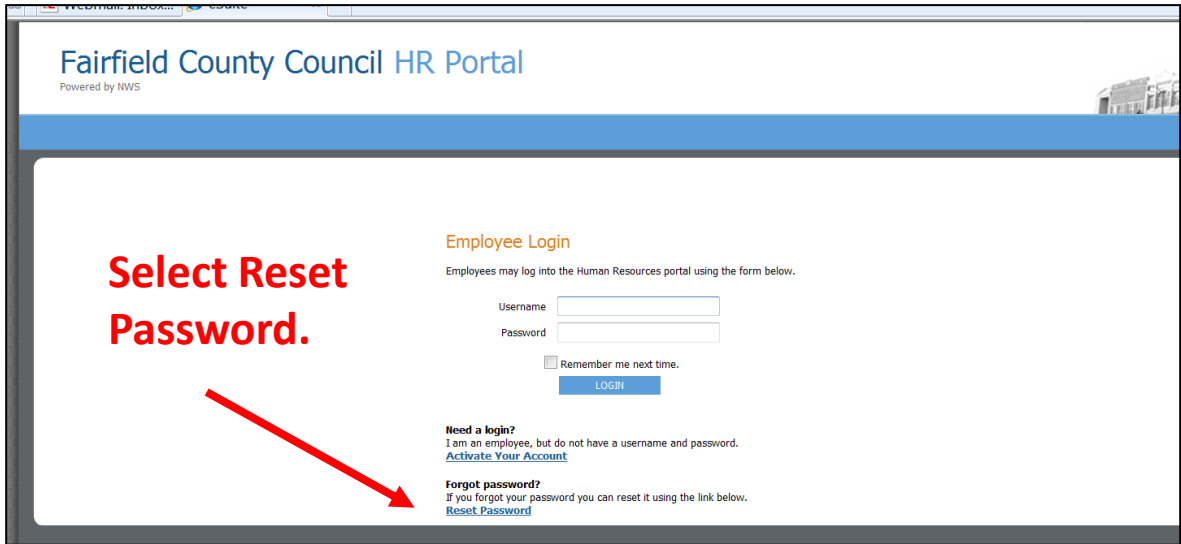
For future reference please note your:

Username _____

Password _____

Reset Password Instructions

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



Fairfield County Council HR Portal
Powered by NWS

Select Reset Password.

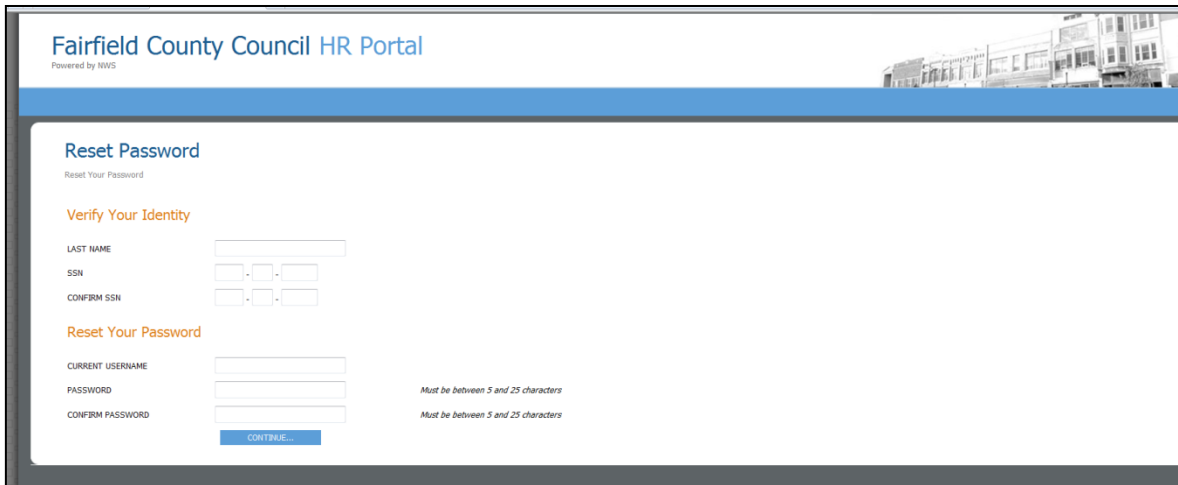
Employee Login
Employees may log into the Human Resources portal using the form below.

Username
Password
 Remember me next time.

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.



Fairfield County Council HR Portal
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Reset Password
Reset Your Password

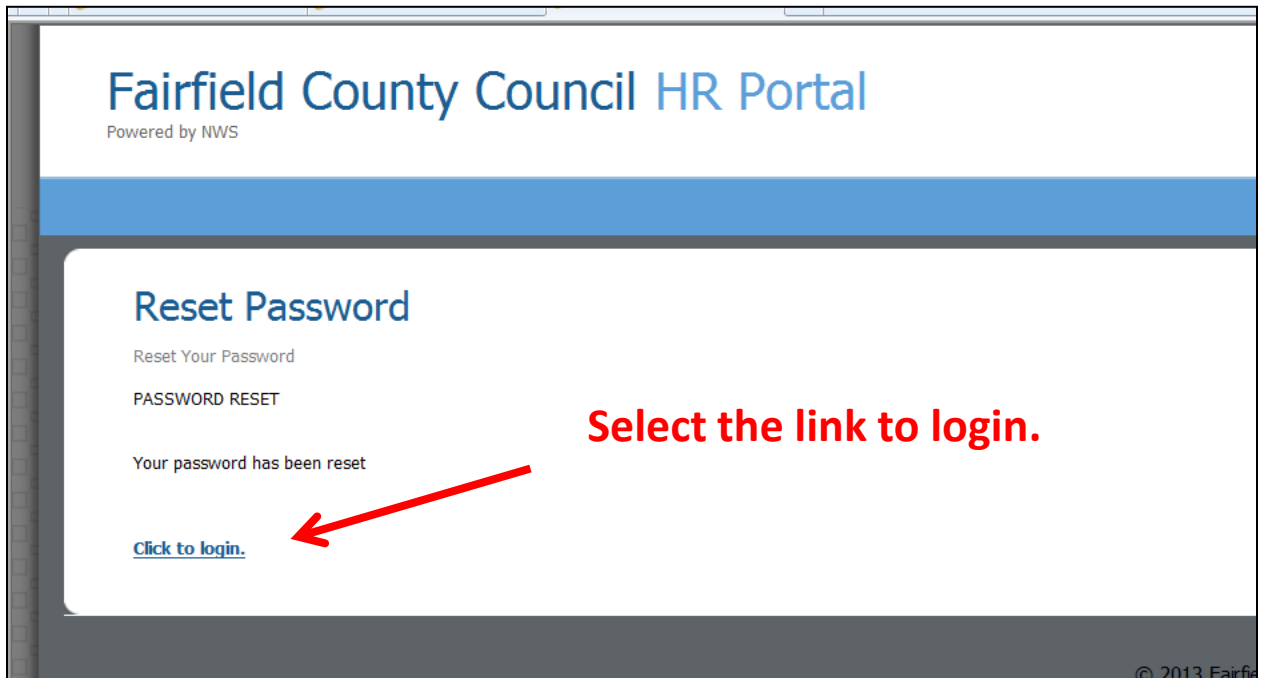
Verify Your Identity

LAST NAME
SSN
CONFIRM SSN

Reset Your Password

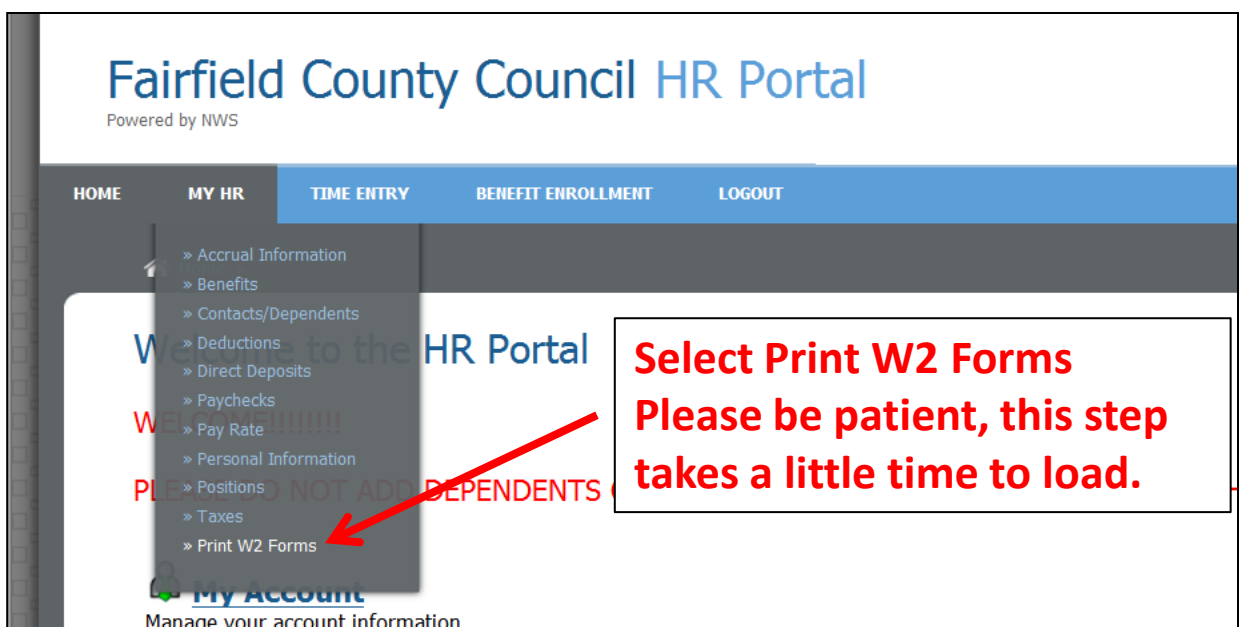
CURRENT USERNAME
PASSWORD *Must be between 5 and 25 characters*
CONFIRM PASSWORD *Must be between 5 and 25 characters*

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: suite.fairfieldsc.com/websites.hr.portal

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Select Activate Your Account.

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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 County Council HR Portal
Powered by NWS

Activate Your Account
Complete the form below to begin the account activation process.

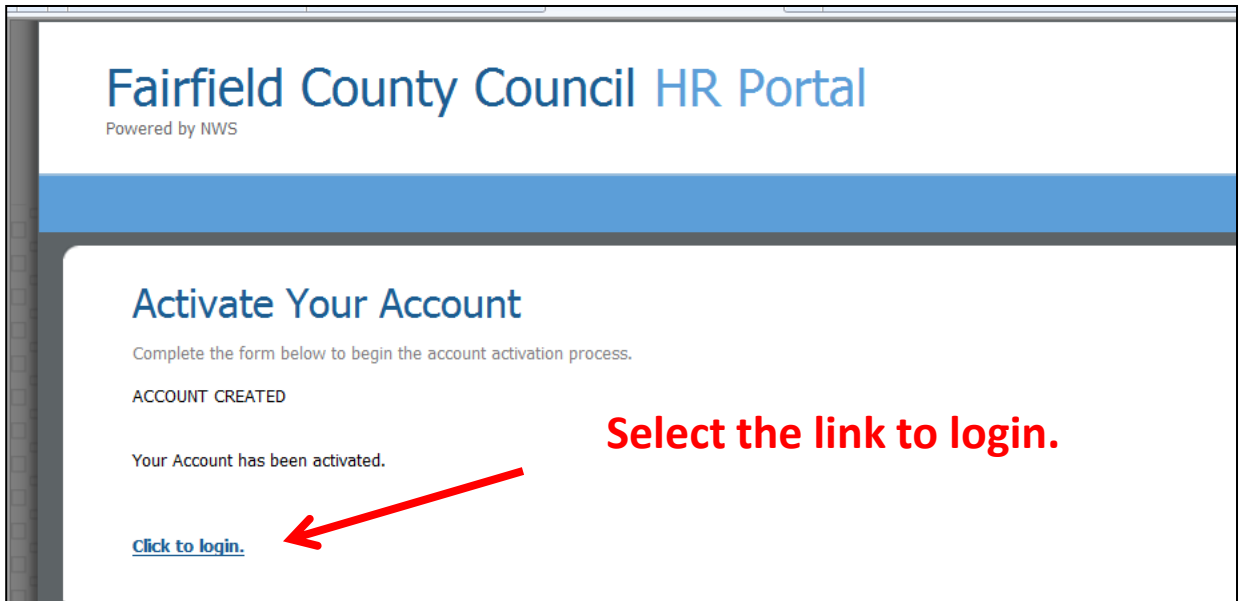
Verify Your Identity

LAST NAME
SSN - -
CONFIRM SSN - -

Create Your Account

USERNAME
PASSWORD *Must be between 5 and 25 characters*
CONFIRM PASSWORD *Must be between 5 and 25 characters*

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.

