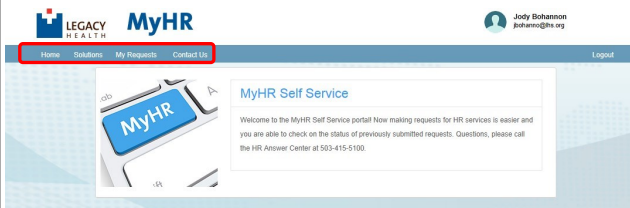# Self Service Quick Reference Guide

1. LOGIN

1. When using a Legacy computer, enter **myhr.lhs.org** into the web-browser.

2. Use your network User ID and password to login. Click the blue button or hit enter to complete the log in process.

MyHR	USER LOG IN
LEGACY HEALTH	User ID: jpublic
	Password: ••••••• →

When not using a Legacy computer (e.g. your home computer or smartphone), you will need to login to the MyPortal website and select the MyHR icon.

2. HOME PAGE

The **MyHR** home page appears. Menu options at the top include Home, Solutions, My Requests, and Contact Us.

LEGACY HEALTH **MyHR**　　　　　　　　Jody Bohannon
jbohanno@lhs.org

Home　Solutions　My Requests　Contact Us　　　　Logout

MyHR Self Service

Welcome to the MyHR Self Service portal! Now making requests for HR services is easier and you are able to check on the status of previously submitted requests. Questions, please call the HR Answer Center at 503-415-5100.

2. A global search field is located in the middle of the page. Enter the word or phrase to search with and click the search icon on the far right. Results will appear below the search field.

Search: [　　　　　　　　　] 🔍

Solutions and Articles that have been viewed the most, as well as Announcements pertinent to you are located below the Search field.

3. USING THE SEARCH FEATURE TO SEARCH FOR AND SUBMIT REQUESTS

Home Page Searches

1. Results from the Home page search through all available solutions and articles you have access to.

Search: [Cash out election] 🔍

Solutions

Search Results: 1 - 1 of 1

📄 Annual Paid Leave (APL) Cash Out Election
Annual Paid Leave (APL) Cash Out Election

2. Double-click on any result to open it. You will see a brief description of the solution and be able to

Create Service Request

3. After selecting to create your request, instructions are provided throughout to guide you through submitting your request.

Solution-Specific Searches

1. Click on Solutions at the top left, enter the word or phrase in the search box and click the search icon. Results will appear below the search field.

📄 **Solutions**

Search: [　　　　　　　　] 🔍

2. Double-click on any result to open it. You will see a brief description of the solution and be able to

Create Service Request

3. After selecting to create your request, instructions are provided throughout to guide you through submitting your request.

Submitting a Request

1. Follow the instructions provided and complete all necessary fields. You will not be able to select the green **Submit Request** button until all required fields are completed.

2. If you change your mind and no longer want to complete the request, you can choose to do so at any time. At the bottom, you can select to

Cancel Request

4. CONTACT US

If you need assistance with MyHR or have any HR related questions, select Contact Us, at the top.

Home　Solutions　My Requests　Contact Us

If you wish to speak to an HR professional, please contact the Legacy HR Answer Center. You may request assistance by phone or by creating a service request by clicking on the link. Clicking on the link will bring up an a new e-mail.

HR Answer Center
(503) 415-5100
Create Service Request

5A. USING SOLUTIONS TO CREATE A SERVICE REQUEST

1. You can search through all available solutions by selecting Solutions at the top. The bottom half of the page displays **Solution Categories**.

Benefits
Submit online requests such as Annual APL Cash Out (during open enrollment), Leaves and Educational Assistance.

Organizational Development and Learning
Request Organization Development and Learning services.

Employee Management
Submit online Employee Record Change Forms and Termination forms.

Compensation
Submit online requests for Compensation related services such as Project Requests, Interim Leader and Work Experience Review (only if directed).

Employee Health
Submit online requests for Employee Health related services such as Flu Declination and report requests.

2. Click on a Solution Category to view the corresponding Solutions. Clicking on a solution topic will narrow the list of solutions.

Benefits
Submit online requests such as Annual APL Cash Out (during open enrollment), Leaves and Educational Assistance.

Solutions

- APL Cash Out – Mid-year and Hardship
- Education Assistance
- Pension Application

3. Click on a solution to review the content. From here you can also select to

Create Service Request

5B. USING SOLUTIONS TO CREATE A SERVICE REQUEST

1. Follow the instructions provided and complete all necessary fields. You will not be able to select the green **Submit Request** button until all required fields are completed. Use the navigation buttons located toward the bottom of the page to navigate through your request:

Next   **Submit Request**   **Cancel Request**

Important Note:

Be as precise as possible. Use the drop-down buttons, check box fields, calendar icons, etc. as appropriate. If the request contains multiple questions, click the Next button in the bottom right corner to continue. When finished, click the Submit Request button.

6. USING MY REQUESTS

1. Users can view all of their MyHR requests by clicking on **My Requests** at the top.
2. Users can use the Search option on this tab to filter through their requests.

My Requests   Search: [   ] 🔍

3. Users can update requests by highlighting a request and clicking **Update**
4. Updates are entered in the form of Journal entries and attachments. Updates are sent by clicking the green **Save & Close** button.

New Journal

Arial ▼ 10 ▲ **B** *I* U

Attachments

| New | View | Delete |

Save & Close   **Close**