

## First Time Users to VTHR

Oracle Employee Self Service (VTHR) allows employees to view/edit their personal information, view their paycheck data, enter their timesheet, view and apply for positions online.

Every employee paid by the State of Vermont has an VTHR Account created automatically within the Oracle application. To access your account you will need to know what your 5 digit Employee ID is, a password and a computer with Internet access. With VTHR you can access your information anytime, anywhere!

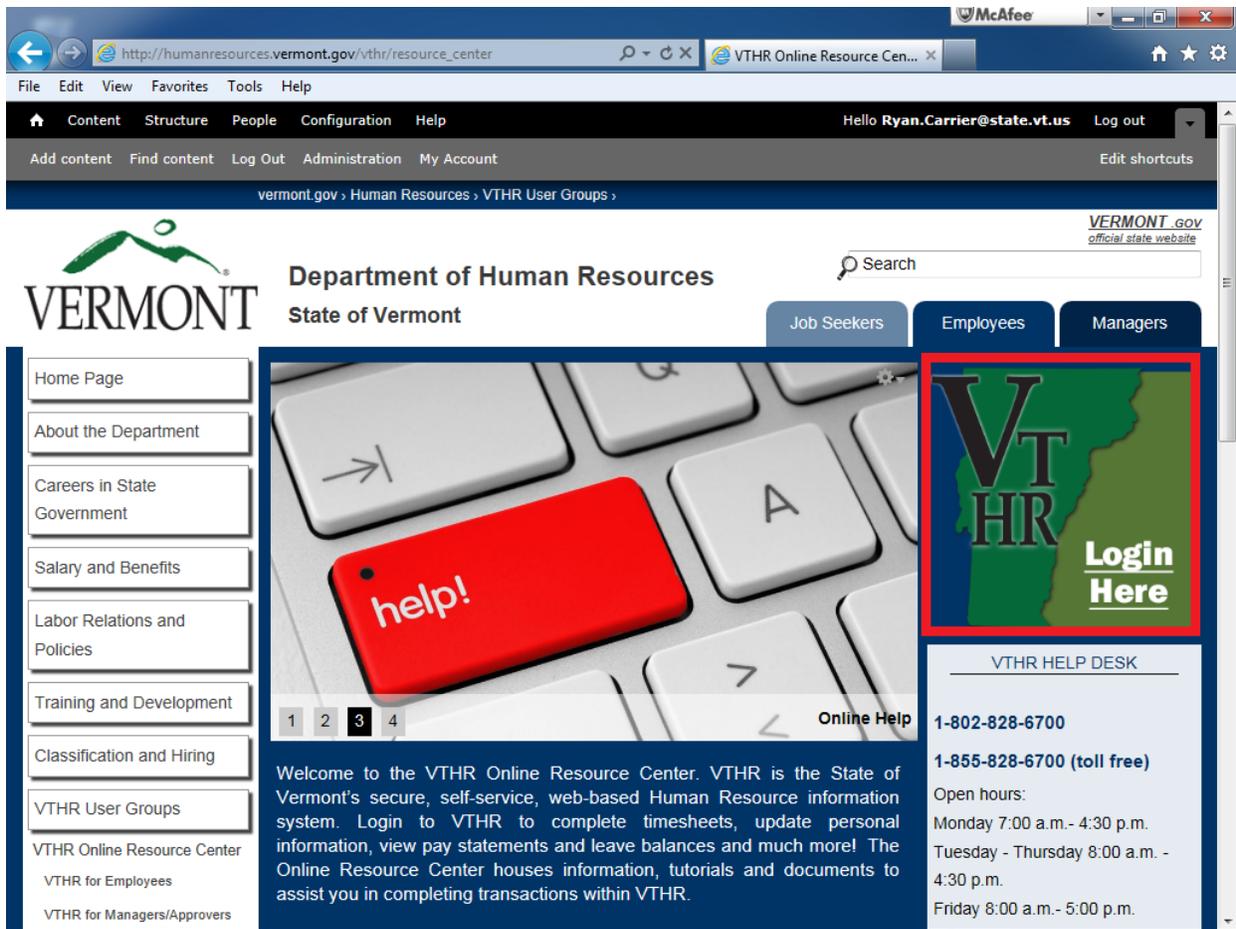
### Information for First-time Users:

#### Where do I log into my VTHR Account?

[www.humanresources.vermont.gov](http://www.humanresources.vermont.gov)

There are several ways to get to the VTHR Sign-in page from the main web page:  
Click 'Online Resource Center' in the top right of the page as shown in the picture below and then by clicking on the 'Login Here' section.

The screenshot shows a web browser window displaying the Vermont Department of Human Resources website. The browser's address bar shows the URL <http://dhr.vcms.vt.dev.cdc.nicusa.com/>. The website header includes the Vermont logo and the text "Department of Human Resources State of Vermont". A search bar is located in the top right, with navigation tabs for "Job Seekers", "Employees", and "Managers". A sidebar on the left contains a list of menu items: Home Page, About the Department, Careers in State Government, Salary and Benefits, Labor Relations and Policies, Training and Development, Classification and Hiring, VTHR User Groups, Forms and Documents, and Contact Us. The main content area features a large image of the State House in spring, with a "1 2 3" indicator below it. To the right of the image is a "Governor's Dashboard" section with a link for agency performance reports. Below this is a green box labeled "Online Resource Center" with a red border, containing the VTHR logo and the text "Online Resource Center". Underneath are icons for "Events", "News", and "Forms & Documents". At the bottom, there is a "NEWS" section.



### Where do I find my 5 digit Employee ID and password?

Your 5 digit Employee ID is located on the back of your security badge. You can also see your Employee ID on your pay advice.

Your default password will work just one time, the default password is:

- Your first name with the first letter capitalized
- Immediately followed by the middle 2 digits of your Social Security Number
- Immediately followed by your last name with the first letter capitalized
- **EXAMPLE:** Employee John W. O'Brien, whose social security number is 008-12-3456 has a default password John12Obrien
- Your default password will expire immediately when you sign into your account
- Passwords expire every 90 days.
- Please note, the first name is the name your checks are made payable to. If your check indicates Elizabeth, you cannot login as Beth. If your check indicates John, you cannot login as Jack.

The information on the following pages will provide step-by-step instructions on how to sign into your VT HR Account for the first time.

### Signing into your VT HR Account the First Time:

VERMONT Department of Human Resources  
State of Vermont

[Back to DHR Home](#)

User ID:

Password:

[I Forgot My Password](#)

Type in your 5 Digit Employee ID

Type in your default password

Click on Sig In

The following page will be displayed when you click on the 'Sign In' button

ORACLE<sup>®</sup>

PEOPLESOFT ENTERPRISE

Your password has expired.

[Click here to change your password.](#)

Click the link "Click here to change your password"

When you click the [Click here to Change your password](#) link the Change Password page will automatically be displayed for you

**Password Requirements:**

- The password must be a minimum of 8 characters long
- The password must include at least one number
- The password should include at least one capital letter
- Do not include spaces in your password

- **EXAMPLE:** MyPassword01

The screenshot shows the Oracle 'Change Password' interface. At the top left is the Oracle logo. Below it is the title 'Change Password'. The form contains the following fields and annotations:

- User ID:** A text box containing the placeholder text 'Your Employee ID will show here'.
- Description:** A text box containing the placeholder text 'Your Name will show here'.
- \*Current Password:** A password input field with an annotation box to its right that says 'Type in your default password here'.
- \*New Password:** A password input field with an annotation box to its right that says 'Type in a new password here'.
- \*Confirm Password:** A password input field with an annotation box to its right that says 'Type in the new password again'.
- Change Password:** A button at the bottom left with an annotation box to its right that says 'Click the Change Password button after filling out lines 1, 2 and 3'.

The password confirmation page will automatically be displayed for you, click the OK button

The screenshot shows the Oracle 'Password Saved' confirmation page. At the top left is the Oracle logo. Below it is the title 'Password Saved'. The page contains the following elements:

- A checkmark icon followed by the text 'Your password has successfully been changed.'
- An **OK** button at the bottom left with an annotation box to its right that says 'Click the OK button'.

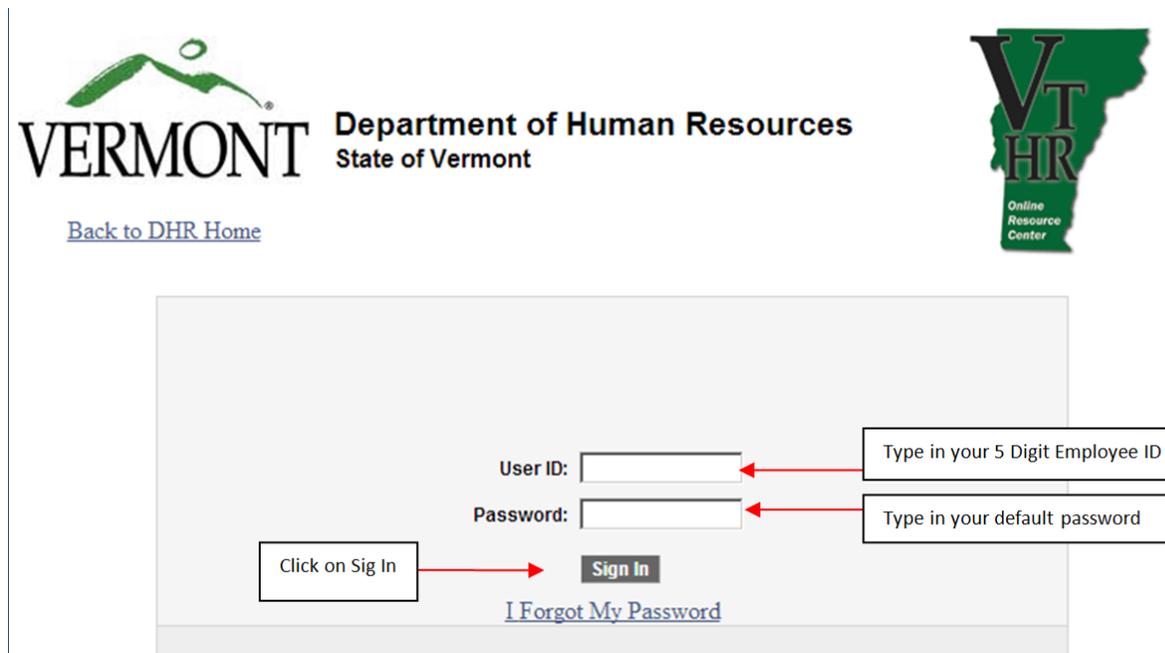
You will be taken into your VTNR Account.

**You must complete this process by clicking the "Sign out" link now.**

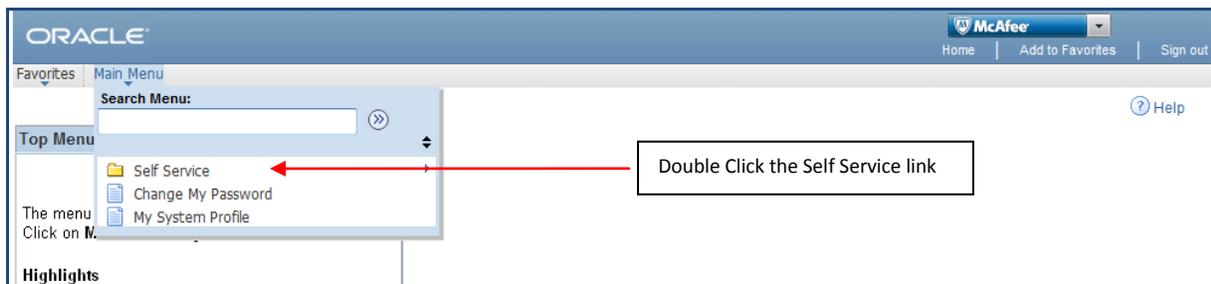


You will be taken back to the Employee Self Service Sign-in page.

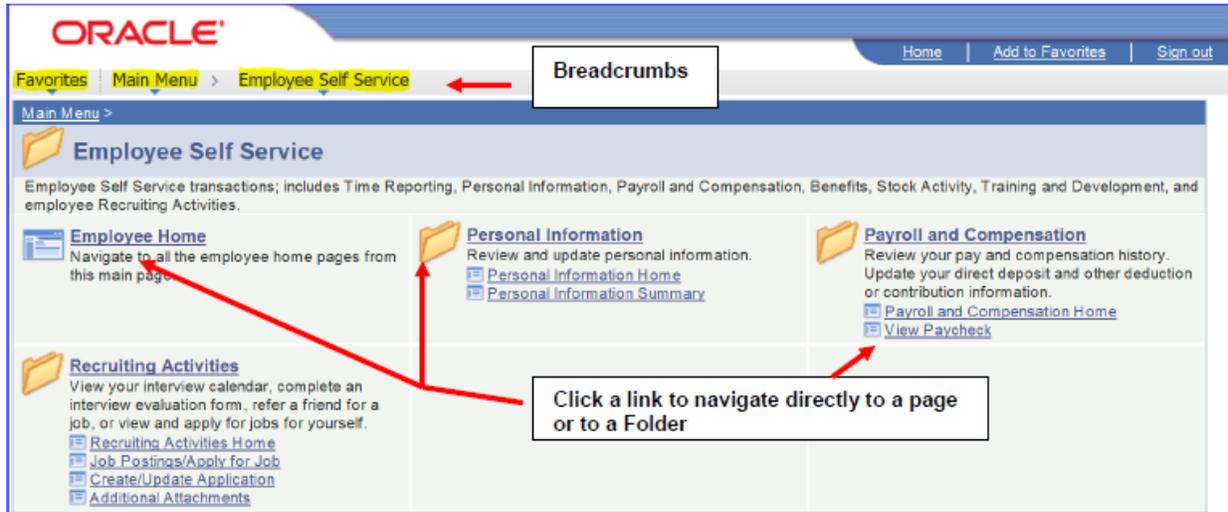
Sign into your account using your new password



You will be taken into your VTHR Account.



Double Click the Self Service link under the main menu



The menu and all menu options will be displayed on the page

You can navigate within your account using several different ways:

- Along the top of the page you can use breadcrumbs. Click the menu choices from the listings within breadcrumbs
- Navigate directly to the place of interest to you by clicking a link or a folder.

**If you are not sure where you want to navigate to, click the Employee Home page icon**

Before you finish using your VTHR Account be sure to set up “My System Profile” within your account. Refer to the “My System Profile” Guide for a detailed description of this process.

**When you have finished using your VTHR Account always click the “Sign out” link on the right side of the page**

