Activate your Human Resources Information System Account

Employees without @toronto.ca email

Important Note
If you have an "**@toronto.ca**" email address, you **must** activate your account using the email that will be sent to you from **notification@sapnetworkmail.com**

For staff who do not have an "**@toronto.ca**" email, you can activate your Human Resources Information System account by clicking **here**. Your username is your employee ID and the password is the following formula (an example appears below):

- Uppercase first two letters of your first name (if your first name John, then **JO**)
- Uppercase first two letters of your last name (if your last name Smith, then **SM**)
- The last five numbers of your Social Insurance Number (SIN) including a dash between the first two numbers and the last three numbers. (if your SIN# 123 456 789, then **56-789**)

For example, if your personal information is as follows:

John Smith
Employee Number: 2468369
SIN: 123-456-789

Then, your username and password will be:

Username: 2468369
Password: JOSM56-789

Note
If your Employee ID is less than 7 digits, don't use leading zeros for authentication. For example, if your employee ID is 123456 don't use 0123456

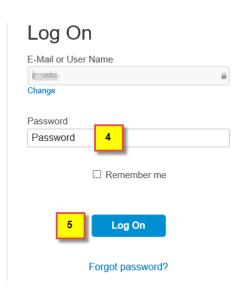| Step	Action
1	Click the following link to activate your account: https://hcm17.sapsf.com/login?company=cotprd#/login
2	Enter your **User Name**
3	Click the **Continue** button

Log On

E-Mail or User Name

E-Mail or User Name `2`

`3` **Continue**

Forgot password?

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Step	Action
4	Enter your temporary **Password**
5	Click the **Log On** button

Log On

E-Mail or User Name

[_____] 🔒
Change

Password

Password `4`

☐ Remember me

`5` **Log On**

Forgot password?

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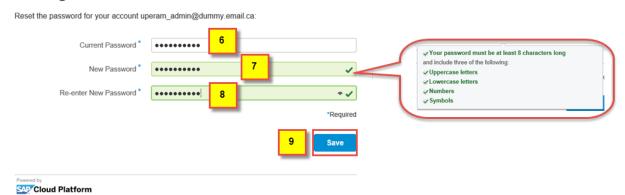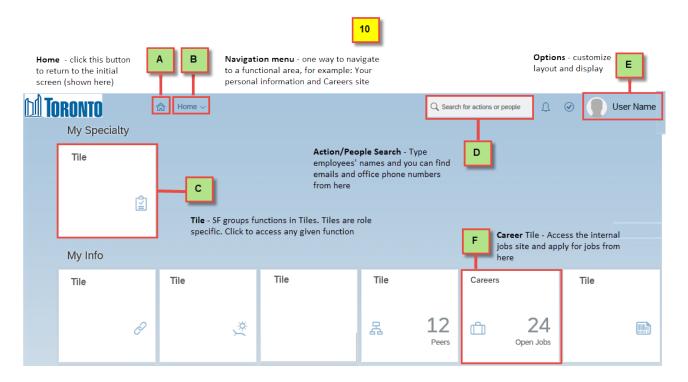
Step	Action
6	You will be prompted to *Change your Password*. Enter your temporary password in the **Current Password** field
7	Enter the new password in the **New Password** field
8	Retype the new password in the **Re-enter New Password** field
9	Click the **Save** button

Change Your Password

Reset the password for your account uperam_admin@dummy.email.ca:

Current Password *	••••••••••	**6**	
New Password *	••••••••••	**7**	✓
Re-enter New Password *	••••••••••	**8**	⌃ ✓

*Required

✓ **Your password must be at least 8 characters long and include three of the following:**
✓ Uppercase letters
✓ Lowercase letters
✓ Numbers
✓ Symbols

9 **Save**

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Step	Action
10	You will access your **Home** screen. See a summary of the key areas below.

10

Home - click this button to return to the initial screen (shown here) **A** **B** **Navigation menu** - one way to navigate to a functional area, for example: Your personal information and Careers site

Options - customize layout and display **E**

🏠 Home ⌄   🔍 Search for actions or people   🔔 ✓   👤 User Name

My Specialty

Tile **C**

Action/People Search - Type employees' names and you can find emails and office phone numbers from here **D**

Tile - SF groups functions in Tiles. Tiles are role specific. Click to access any given function

My Info

F **Career** Tile - Access the internal jobs site and apply for jobs from here

Tile	Tile	Tile	Tile	Careers	Tile
🔗	☼		🖧 **12** Peers	💼 **24** Open Jobs	🖳

Outcome

You have successfully activated your new Human Resources Information System.