

## **Employee Self Service First Time Login Instructions**

Go to [www.pathfinderservices.org](http://www.pathfinderservices.org), click on Employee Tools at the Bottom of the page. Click on the Employee Self Service Link.

You may also type in the address directly: <https://hr.pathfinderservices.org/selfservice>

You will login using your Windows Username & Password. You must put "Pathfinder\" in front of your username. See Example Below:

# Employee Self Service

**Use your Windows Username and Password to login.**

Example username format: **pathfinder\jsmith**

Domain\User Name


Password

The first time you login you will be prompted for your First & Last name, SSN, and DOB.  
First & Last Name – Must Match exactly what we have in the HR database. Try in all CAPS first, if that doesn't work Try just First Letter of each capitalized.  
SSN- Full Social Security number, including the dashes  
DOB – Date of Birth in the Format MM/DD/YYYY (Or use the calendar to pick the date)

Example:

## Create New Logon

To set up your Logon, please provide the following information.

First Name	*	<input type="text" value="JUDY"/>
Last Name	*	<input type="text" value="SHAW"/>
Social Security Number	*	<input type="text" value="●●●●●●●●"/>
Date of Birth	*	<input type="text" value="05/28/2014"/> 

If you're not able to get logged in, Call the HR Department at 260-356-0500 or 800-833-1571.  
If no one is available from HR, call IT at 260-356-0501.