

Registering for a Document Self Service Account As a Former or On Leave Employee

1. From the drop down menu select Former or On Leave Employees

Login

Username:

Password:

Authentication:

Active Directory Authentication

Active Directory Authentication

Former or On Leave Employees

2. When Former or On Leave Employees is selected a link to Register user will appear, click the link

Login

Username:

Password:

Authentication:

Former or On Leave Employees

Login

[Register User](#)

[Forgot your password?](#)

3. Enter the requested information and click submit

Credential Verification

Please enter your personal information for each input field and then click Submit.

Employee ID

Date of Birth MDDYYYY

Last 4 of Social Security Number

Security code

Nine Hundred Fifty Six

Submit

4. Enter a valid email address as your new username. You will be required to verify that email address, so you need to enter an email address you can currently log into. Click Submit
User Registration

Please enter a valid email address to be used as your Document Self-Service Username and Primary Email Address.

Enter New Username

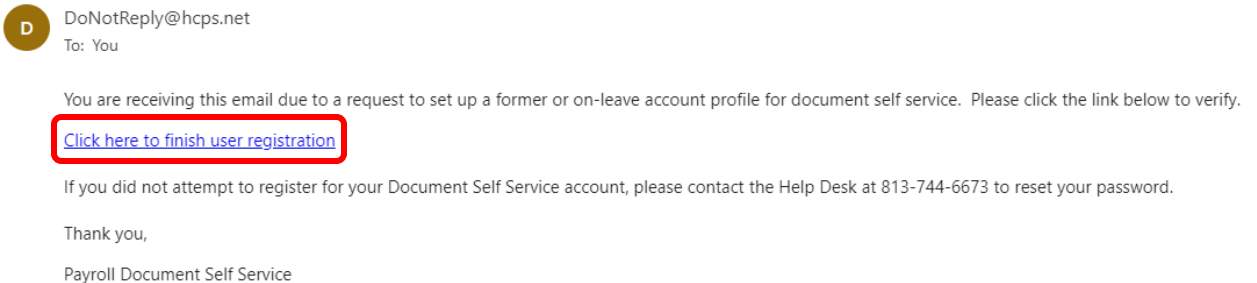
Confirm New Username

5. You will receive the message:
An email has been sent to: *ExampleAddress@gmail.com*
Click on the link included in the email to continue.
6. Log into your email and look for an email from DoNotReply@hcps.net



****If you don't see the email in your inbox, check your junk or spam folder****

7. Open the email and click on the link Click Here to Finish user registration



8. Your internet browser will open to a Credential Verification page, enter your information and click Submit

Credential Verification

Please enter your personal information for each input field and then click Submit.

Employee ID

Date of Birth MMDDYYYY

Last 4 of Social Security Number

Security code
Two Hundred Eighty 3

9. Enter a new Password and Click Submit

Set password

Enter New Password

Confirm New Password

Submit

10. Either click the box next to I do not want to store a secondary email address on file or enter a secondary email address as a backup, and click submit

Email Verification

Secondary Email Address *(OPTIONAL)*

Below, you have the option to specify an additional email address for your future communications. Please either specify a secondary communication email address, or check the box below to deny this option.

ExampleAddress@gmail.com

Secondary Email

Confirm Secondary Email

I do not want to store a secondary email address on file.

Submit

11. You will receive a confirmation message, and you can now login using your new credentials

Status

Registration successfully completed.
Click the link below to log in with your new credentials.

[Login](#)

12. You will need to select Former or On Leave Employees

Login

Username:

Password:

Credentials are case sensitive

Authentication:

Login

[Register User](#)

[Forgot your password?](#)