

Human Resource Information System (HRIS)

Answering questions about YOU! (MAC Edition)

The Human Resources Information System (HRIS) is available to all NASA Glenn civil service Macintosh users.

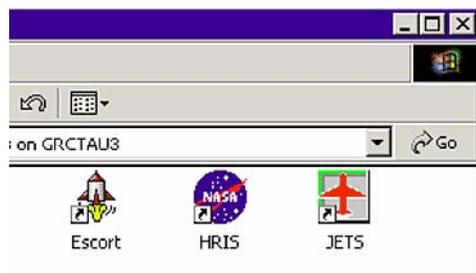
HRIS provides personnel and training information to supervisors and employees. Each employee is able to review his or her current status, employment history, and training history. Supervisors, in addition to their own information, will be able to review information about individuals within their organization.

MAC users need to use Windows Terminal Server (WTS) through a RAS account to access the HRIS application.

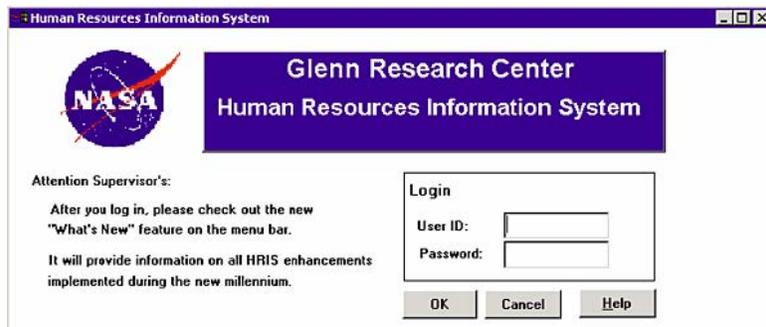
You access HRIS through the Business Apps folder in Windows Terminal Server (CITRIX) as shown below:)



WTS will launch and you will be asked to log in. This log in is the same userID and password you would use to log into an ODIN PC at Glenn. Once logged in, open the Business Apps folder and click on the shortcut for HRIS as shown below:



The next screen that comes up is the HRIS log in screen, as follows:



The screenshot shows a window titled "Human Resources Information System" with a purple header bar. On the left is the NASA logo. To its right, a purple box contains the text "Glenn Research Center" and "Human Resources Information System". Below the logo, a message reads: "Attention Supervisor's: After you log in, please check out the new 'What's New' feature on the menu bar. It will provide information on all HRIS enhancements implemented during the new millennium." To the right of this message is a "Login" box with "User ID:" and "Password:" labels and corresponding input fields. At the bottom of the login box are "OK", "Cancel", and "Help" buttons.

Once you are logged in, you should be able to follow the prompts or use the “help” menu to navigate through the system.