What is the Campus Portal (CP)? The Campus Portal provides a secure Web site to access student and employee information. When you log into the Campus Portal, you see a number of tabs that organize the information and services that are provided.

What is Employee Services (ES)? Employee Services is a that allows employees of FSU to view their biographic/demographic information, benefits, deductions, leave balances, job history, payroll and other personal information.

Why use Employee Services?
Saves Time – The Web system eliminates the need to request information from the Human Resources or Payroll Departments.

Convenient – Employees can access the system almost 18-hours a day, seven days a week to review their current information. This can be done from any PC with Internet access at home or at work.

Reliable – The data is obtained from the Human Resources System database, which contains your Personnel and Payroll information.

How often is the Information on Employee Services Updated?
Your biographic and demographic information is updated once you notify HR of any changes. Payroll information, deductions and benefits, are updated each pay period on the Wednesday before payday. You can view your information before receiving your actual check or direct deposit.

What are the System Requirements?
Any PC or Macintosh with Internet connectivity, and using Internet Explorer or Netscape versions 6 or higher.

How safe is it to Use CP Employee Web Services?
Campus Portal has the latest in Internet standard security software packaged into it. All information between your browser and the database server is encrypted at the highest level used by most major e-commerce providers, such as Amazon.com. The security in CP is also strong, as you, and only you, are in control of your Password. You should treat this as any other confidential piece of information.

How can the Password Number be Changed?
The password is in sync with your campus Novell Password so when you change your Novell Password use that new password to login to the Portal.

What if I Forget or Lose My Password Number?
If you lose or forget your PIN number, contact a Support Person at 591-4822 or e-mail TAC@ferris.edu and request a new one to be emailed to you at your Ferris email account.
How is Employee Services Information Accessed?

Step 1: Employee Services is accessed through the portal from the Ferris homepage on the Internet at [http://www.ferris.edu](http://www.ferris.edu).

Step 2: Click on the **MyFSU** Link

Step 3: Login, Your User Name is your Novell ID

Step 4: Click on My Services tab

Step 5 Click on Employee Services Link

See the Step-by-Step Screen Shot instructions below:
By simply gliding the mouse over the blue bar you can navigate to the different types of Personal Info, Benefits, Payroll or Employment Data you wish to view.
Your Employee Services

Quick Access To YOUR Information:

- Go to http://www.ferris.edu
- Click on the MyFSU Link
- Login
- Click on Web Services tab
- Click on Quick Clicks Employee Services Link
- View your employment data

For problems or questions with the information contained in Employee Services contact Human Resources at 591-2150 or by email at HR@ferris.edu

For technical assistance or issues, contact a Support Person at 591-4822 (591-4TAC) or by email at TAC@ferris.edu.