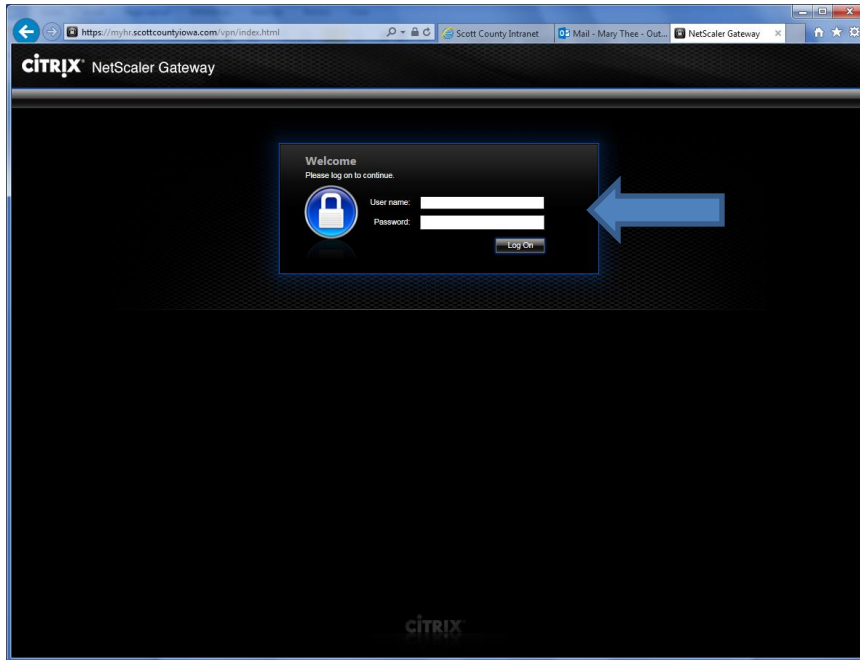


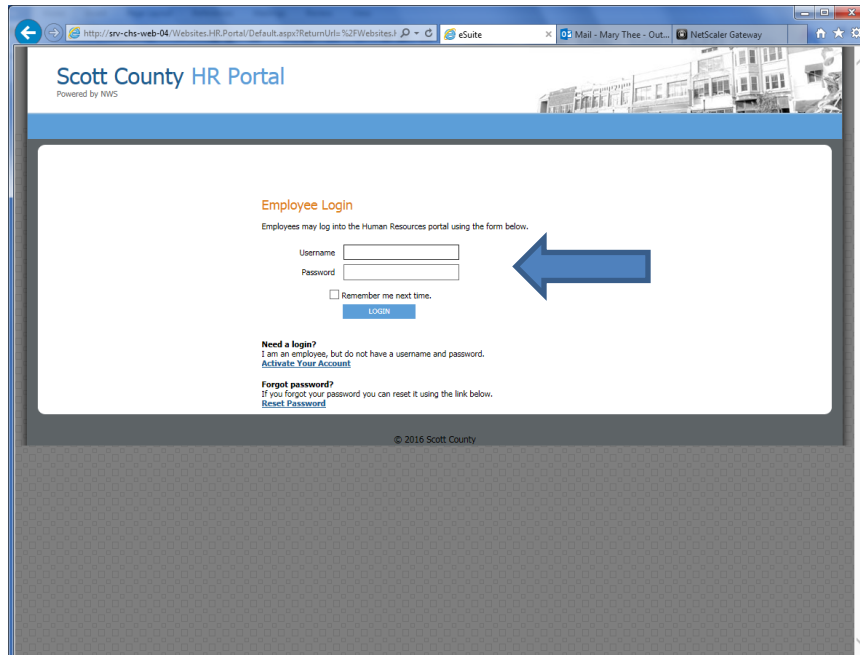
Steps to access MyHR from home or mobile device:

- 1) Enter the portal via: <https://myhr.scottcountyiowa.com>

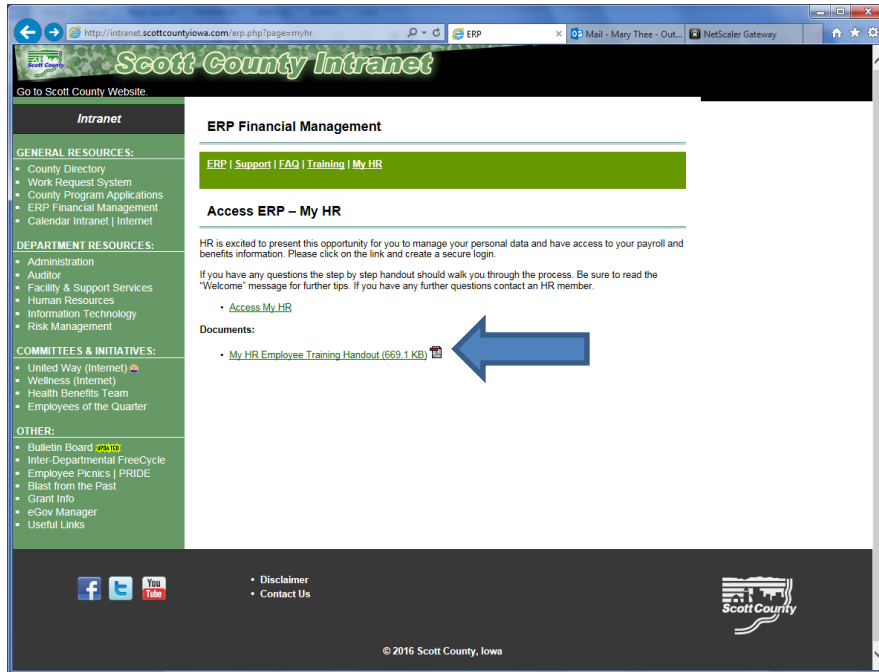


User name is your personal desktop login i.e. SC_#### and your current password. **Reminder: It is a violation of County Policy 34 to share your user name or password with anyone, including a family member.** If you don't currently have a SC__ login you won't be able to access remotely but still can access MyHR via the intranet link from the HR page: <http://intranet.scottcountyiowa.com/hr.php>

- 2) Login to MyHR



- 3) If you haven't activated a MyHR account there are instructions on the HR page on the intranet:
http://intranet.scottcountyiowa.com/pub/erp/myhr/My_HR_Employee_Training_Handout.pdf



- 4) Contact HR with MyHR issues. Contact the Help Desk with connection issues.