

Welcome to HRdownloads!

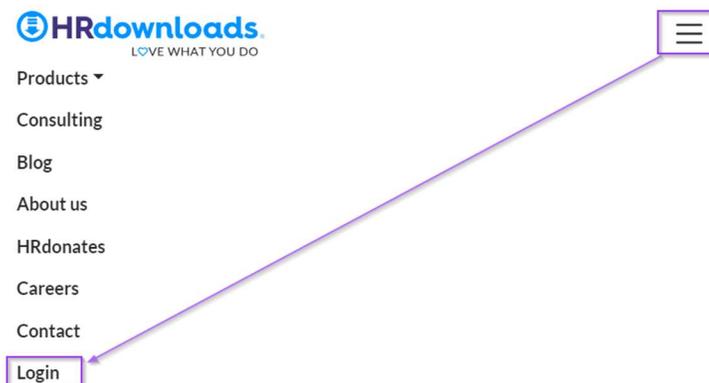
Let's get started.

HRdownloads® is an HR platform used to store employee data, access documents and policy templates, and help organizations easily complete a variety of HR tasks. As an employee, this is where you receive notifications and complete assignments, which can all be done entirely online!

This document takes you through important aspects of the platform, such as how to set up your employee profile and manage assignments. We've also included some frequently asked questions, because if one person asks something, others are probably thinking the same!

Self-onboarding: Getting started on the platform

1. In your e-mail inbox, you should find an activation e-mail from HRdownloads. Note that you only have **four hours** from the time the e-mail was sent to use the provided **link**.
2. Click the “[Get Started](#)” button, which directs you to a new webpage and prompts you to set a password for your HRdownloads account.
3. After your initial setup, you can log in to your HRdownloads account by going to <https://www.hrdownloads.com/> and clicking Log in from the menu at the top of the page. We recommend you use updated and supported browsers, such as Google Chrome, Microsoft Edge, or Mozilla Firefox for an optimal experience. Note: Microsoft Internet Explorer is not a supported browser.

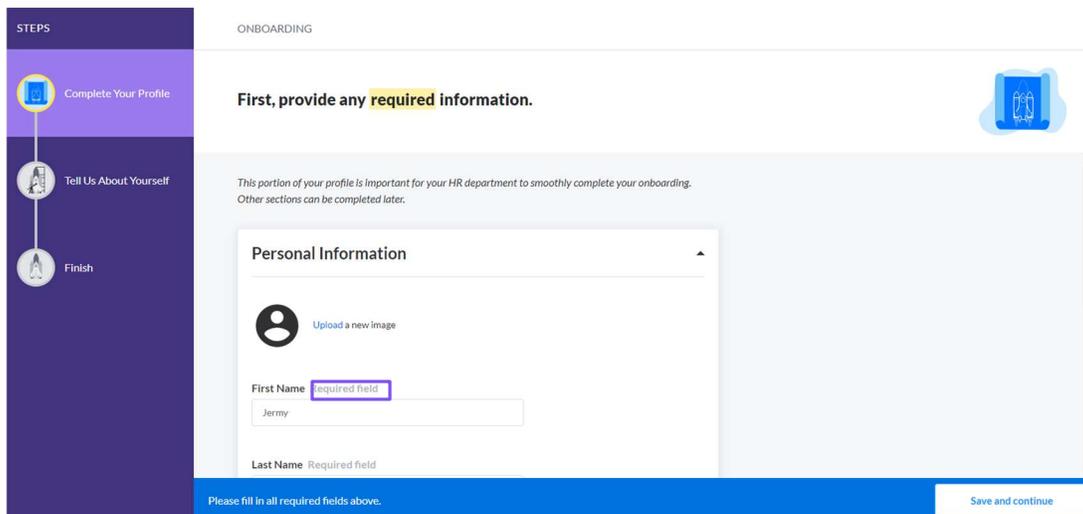


4. Bookmark the HRdownloads login page for easy access when you need it! (In Chrome, for example, this can be done by clicking the star in the search bar when on the login page.)

If you have forgotten your password or if your link has expired:

- Go to: <https://app.hrdownloads.com/login>
- Select “Forgot your password?”
- Enter your email in the “E-mail Address” field and click “Send me the reset link”.
- Follow the prompts in the email to reset your password.

The first time you log in to the platform, a screen pops up that prompts you to fill in important information. Many of these fields should already be filled in by your employer, but you can complete any of the blank fields, such as emergency contacts. Any fields required by your employer have **Required field** above the box, and you cannot move on until all required fields are complete. Your information can be updated at any time and is located in the My Account section of the platform.

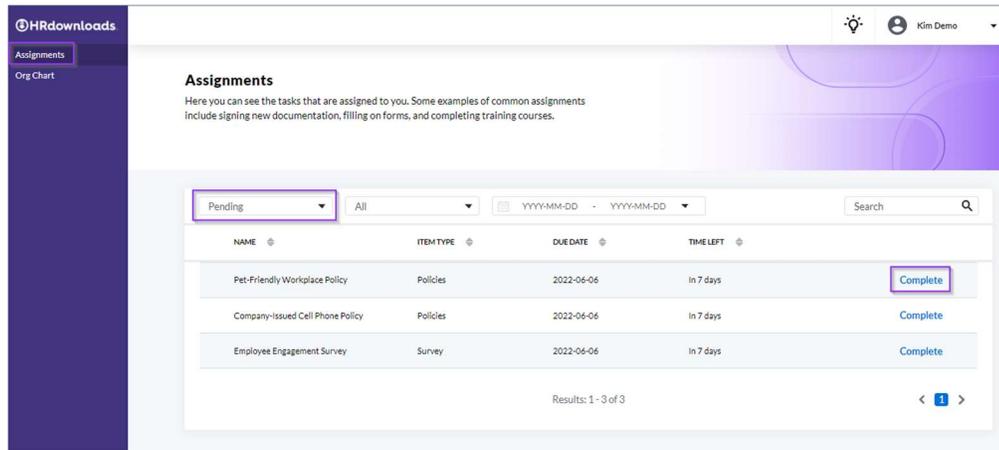


The screenshot shows the onboarding process. On the left, a vertical sidebar titled 'STEPS' contains three items: 'Complete Your Profile' (highlighted in purple), 'Tell Us About Yourself', and 'Finish'. The main content area is titled 'ONBOARDING' and features a blue header with the text 'First, provide any required information.' and a blue icon of a document with a pencil. Below this, a light blue box contains the text: 'This portion of your profile is important for your HR department to smoothly complete your onboarding. Other sections can be completed later.' The main form is titled 'Personal Information' and includes an 'Upload a new image' button with a person icon. Below that, there are two text input fields: 'First Name' (with 'required field' above it and 'Jeremy' entered) and 'Last Name' (with 'Required field' above it). At the bottom of the form, a blue bar contains the text 'Please fill in all required fields above.' and a 'Save and continue' button.

Once you complete the initial setup, your account is ready. It's that easy!

Assignments

Next, let's go over assignments. When a manager sends an assignment, you receive an e-mail notification in your inbox. The **View assignment** link in the e-mail takes you to the assignments tab to complete it, or you can log in to the platform and go to the Assignments view. Here, you can find all your assignments with quick access to view which are pending (incomplete), overdue, and completed. Click **Complete** to begin the task you've been assigned.

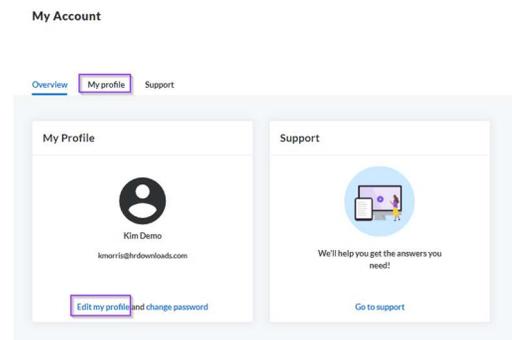
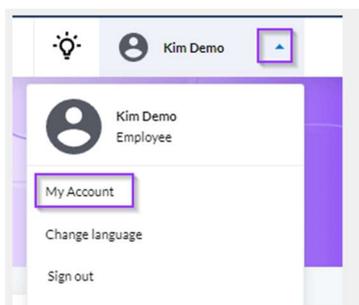


If you are unable to see the “Complete” button, ensure you zoom out on the page.

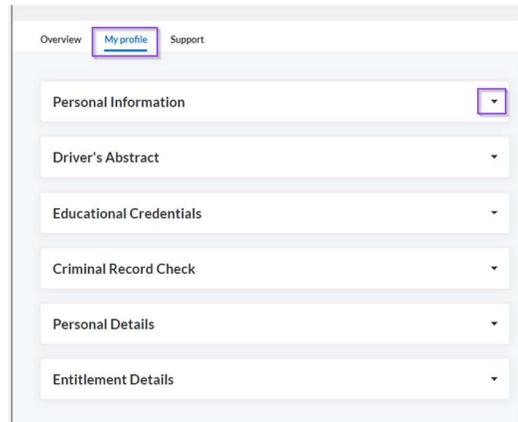
Employee Account

Profile Changes

Your profile and password change can be accessed through My Account. In the Profile tool, you find the information you provided to your employer, such as your address and date of birth.



Click on the arrow to expand the section to view.

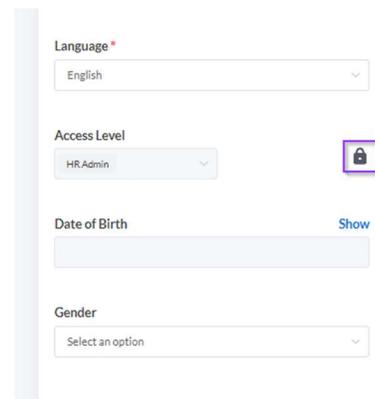


Overview **My profile** Support

- Personal Information
- Driver's Abstract
- Educational Credentials
- Criminal Record Check
- Personal Details
- Entitlement Details

Some fields are required, and some fields are locked, meaning you don't have access to change them.

Any locked fields can only be changed by the HRdownloads administrator in your organization, who is likely an HR professional, a manager, or the business owner.



Language *
English

Access Level
HRAdmin

Date of Birth [Show](#)

Gender
Select an option

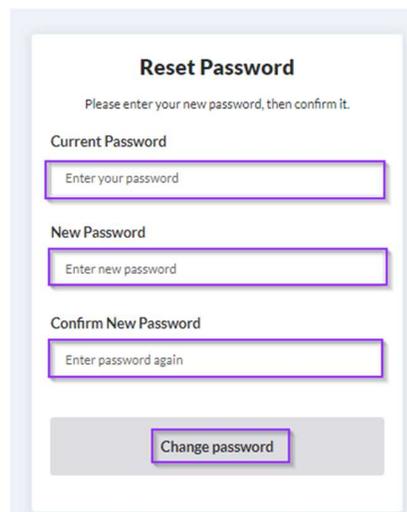
Password Change

When you are logged in, changing your password can be done in the **Personal Information** section of your profile. Click **Reset** to the right of the password field. If you forgot your password and can't log in, refer to the FAQ on page 6.



A screenshot of a user profile page showing a password field with a lock icon and a "Reset" button to its right.

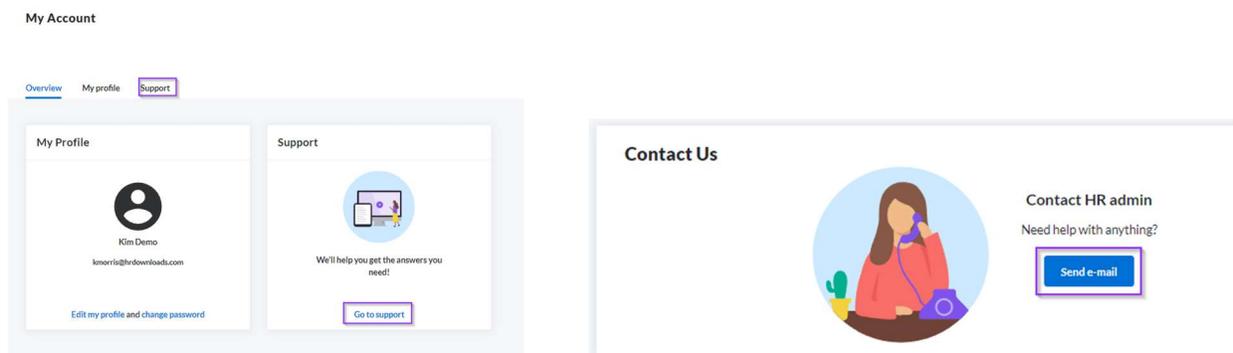
A new browser page opens requesting your current password and to create and confirm a new password. Click **Change password** to complete the action.



A screenshot of the "Reset Password" form. It includes a title "Reset Password", a sub-header "Please enter your new password, then confirm it.", and three input fields: "Current Password", "New Password", and "Confirm New Password". A "Change password" button is at the bottom.

Support

You can access support resources from your **My Account** overview tab by clicking on the **Support** tab, or the **Go to support** link. This uses your company e-mail account to send a message to your company's HRdownloads administrators.



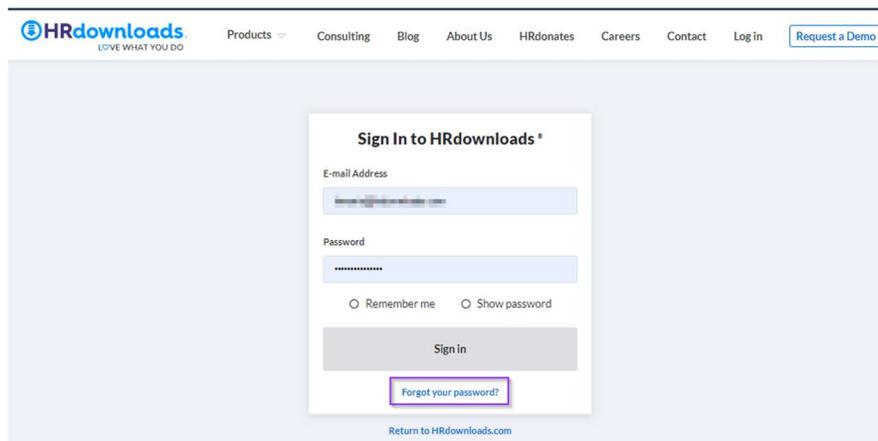
A screenshot of the "My Account" page. The "Support" tab is selected. The "My Profile" section shows a user named "Kim Demo" with an email address "kdemo@hrdownloads.com" and a link to "Edit my profile and change password". The "Support" section has a "Go to support" button. The "Contact Us" section features an illustration of a person on a phone and a "Send e-mail" button.

There you have it! Those are the main tasks you use your HRdownloads account for. Below are some frequently asked questions, but you can also talk to your HRdownloads administrator if you have any troubles

FAQs

I don't remember my password. What do I do?

Don't worry, you can easily reset the password on your own! On the login page, there is a **Forgot your password?** link. This sends an e-mail to you with the opportunity to reset your password. As a reminder, your e-mail is your username.



The screenshot shows the HRdownloads login page. At the top, there is a navigation bar with the HRdownloads logo and the tagline "LOVE WHAT YOU DO". To the right of the logo are links for Products, Consulting, Blog, About Us, HRdonates, Careers, Contact, Log in, and a Request a Demo button. The main content area features a "Sign In to HRdownloads" form. The form has two input fields: "E-mail Address" and "Password". Below the password field are two radio buttons: "Remember me" and "Show password". A "Sign in" button is located below the form. A "Forgot your password?" link is highlighted with a purple box. At the bottom of the form, there is a "Return to HRdownloads.com" link.

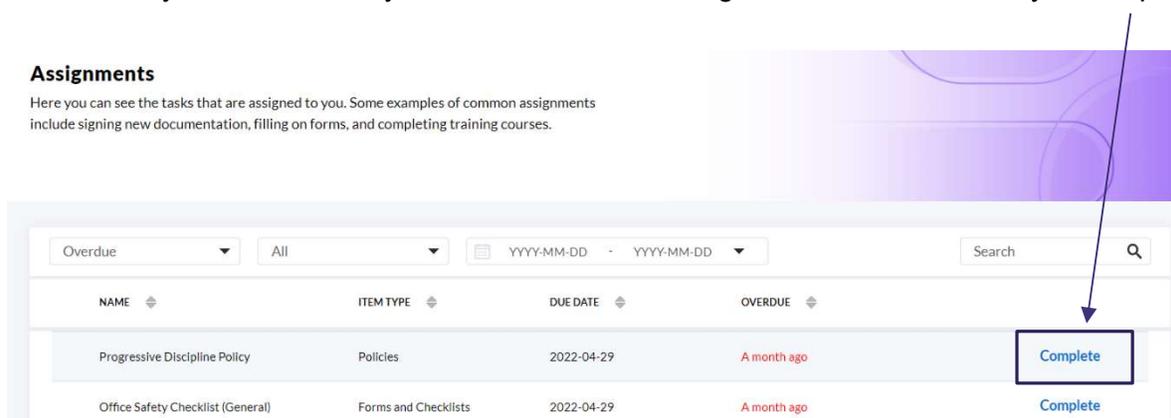
When I look at my assignments, I don't see a button to sign off on content that was assigned to me.

Don't worry, it is likely that either your browser is zoomed in, or your screen resolution is low. To correct the concern, zoom out on your screen until you see blue text on the right of the screen that says "Complete".

Assignments

Here you can see the tasks that are assigned to you. Some examples of common assignments include signing new documentation, filling on forms, and completing training courses.

NAME	ITEM TYPE	DUE DATE	OVERDUE	
Progressive Discipline Policy	Policies	2022-04-29	A month ago	Complete
Office Safety Checklist (General)	Forms and Checklists	2022-04-29	A month ago	Complete



The screenshot shows the Assignments page. At the top, there is a header with the title "Assignments" and a sub-header "Here you can see the tasks that are assigned to you. Some examples of common assignments include signing new documentation, filling on forms, and completing training courses." Below the header is a table with columns for NAME, ITEM TYPE, DUE DATE, OVERDUE, and an empty column. The table contains two rows of data. The first row is "Progressive Discipline Policy" with item type "Policies", due date "2022-04-29", and "A month ago" in the OVERDUE column. The second row is "Office Safety Checklist (General)" with item type "Forms and Checklists", due date "2022-04-29", and "A month ago" in the OVERDUE column. In the empty column, there are two "Complete" buttons. A blue arrow points to the "Complete" button in the first row.

Where do I go if I need help?

Every organization has a different structure, but it's likely best to go to your manager for help. **There will be an HRdownloads administrator in your organization** who may also be able to help. This is most commonly an HR professional or owner of the business.