

Welcome to HRdownloads!

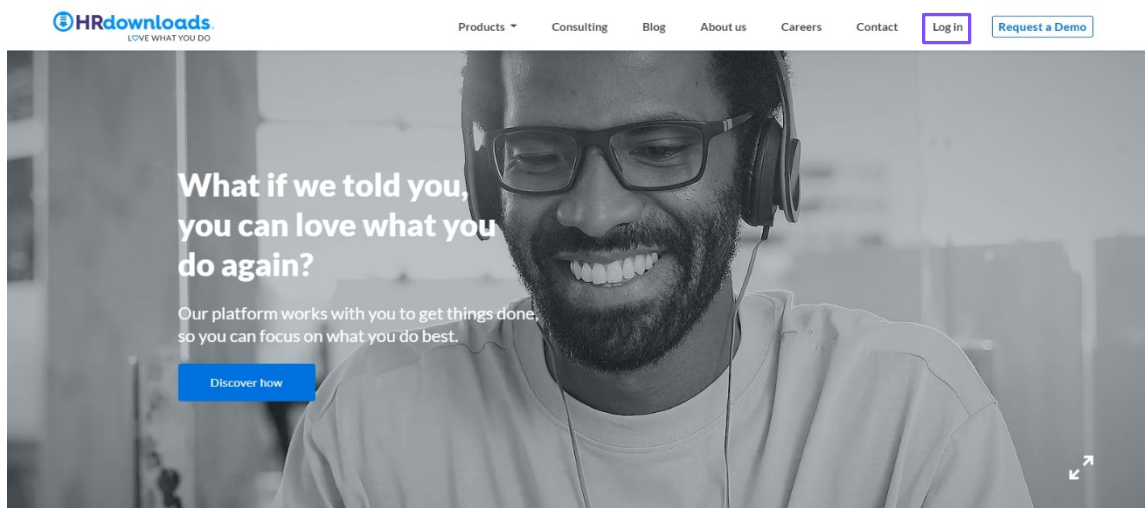
Let's get started.

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 will receive notifications and complete assignments, which can all be done entirely online!

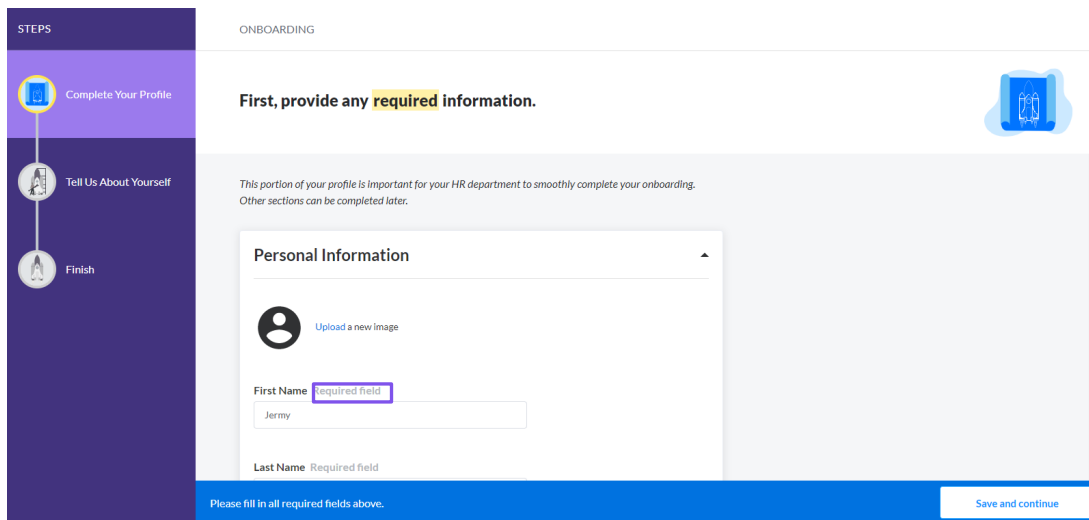
This document takes you through important aspects of the platform, like how to set up your employee profile and manage assignments. We've also included some frequently asked questions, because if one person asks something, others are probably thinking the same!

Self-onboarding: Getting started on the platform

1. Go to your e-mail inbox, where you should find an activation e-mail from HRdownloads. Note that you will only have **four hours** from the time the e-mail was sent to use its code. If the activation code expires, clicking the "Set password" button in the e-mail will generate another activation e-mail.
2. Click the "Set Password" 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 the "Log in" button 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've forgotten your password, there is a forgot password button on the login screen.



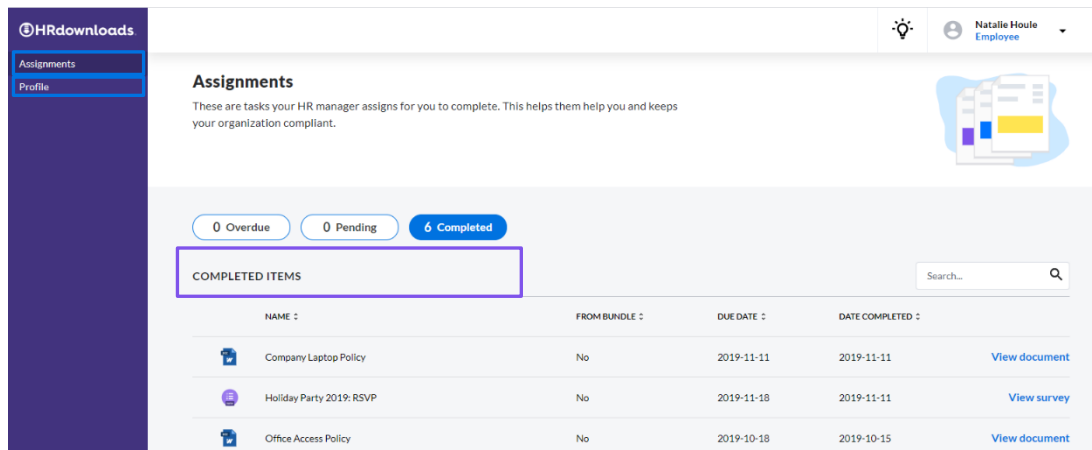
The first time you log in to the platform, a screen pops up that prompts you to fill in important information. Many of these fields should already be filled in by your employer, but you can complete any of the blank fields, such as emergency contacts. Any fields required by your employer have “**required 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 Profile tab in the platform.



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

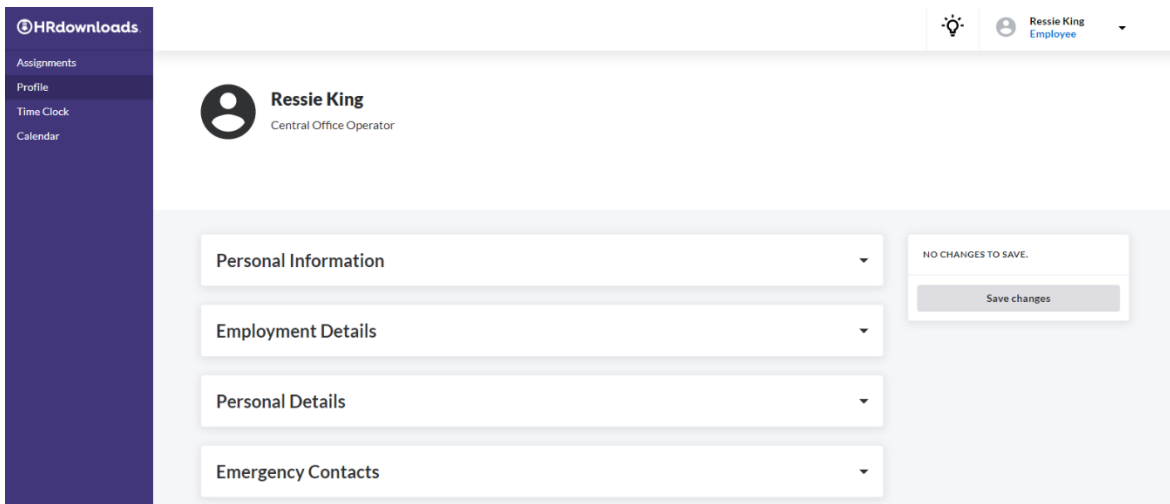
Assignments

Next, let’s go over assignments. **When a manager sends an assignment, you receive an e-mail notification in your inbox.** The action button 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 tool. Here, you can find all your assignments and a quick report on how many assignments you have overdue, pending (incomplete), and completed. Click “View assignment” to begin the task you’ve been assigned.



Employee profile

In the Profile tool, you find the information you provided to your employer, such as emergency contacts and your address. 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.

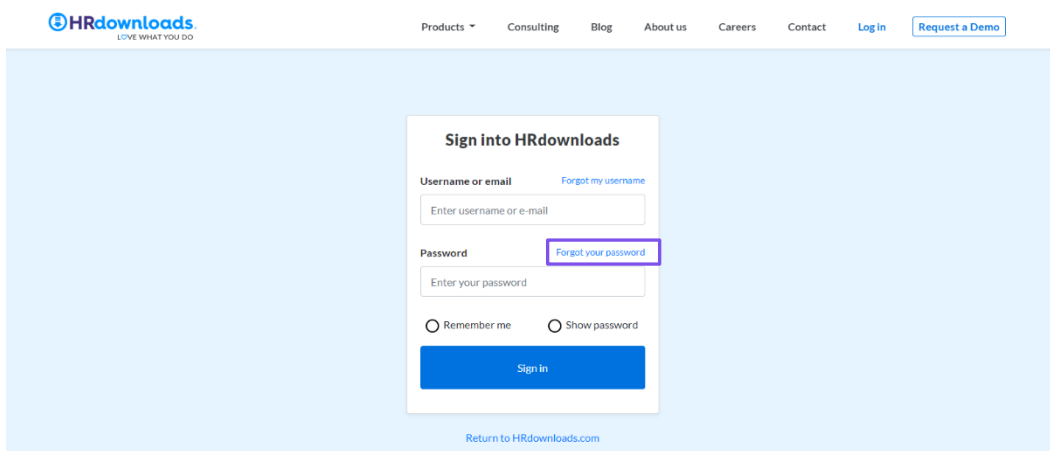


There you have it! Those are the main tasks you use your HRdownloads account for. Below are some frequently asked questions, but you can also talk to your HRdownloads administrator if you have any troubles.

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" button. 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 interface. At the top, there is a navigation menu with links for Products, Consulting, Blog, About us, Careers, Contact, Log In, and Request a Demo. The main content area is titled "Sign into HRdownloads" and contains a login form. The form has two input fields: "Username or email" and "Password". The "Forgot my username" link is located next to the username field, and the "Forgot your password" link is located next to the password field. Below the password field, there are two radio buttons: "Remember me" and "Show password". A blue "Sign In" button is at the bottom of the form. A "Return to HRdownloads.com" link is located at the bottom of the page.

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.