

USER INSTRUCTIONS

For the Benchmark My Portal App

Download

- [Download Links](#) under Employee Links in the footer of BenchmarkHS.com.
- Choose Company, start typing "Benchmark," and it will pop up.
- Select Benchmark Human Services once it appears and continue.
- Change the icon for the app to the prescribed Benchmark logo when prompted.



Log In

- Use your Employee Number and the 5 digit zip code you have in the payroll system to log in. If your zip code starts with zero, omit the zero and use the last 4 digits.
- You'll be prompted to set up a new password.

Dashboard

- The Dashboard will be the first screen to come up after logging in and the main screen of the app. Top > Down the Dashboard includes:
- A Banner with important messages
- Shoutouts to employees from supervisors and peers (Use the Posting Icon in the blue circle at the bottom right of the screen to submit)
- Employee Links and HR Links: These links access Time Entry, Benefits information, and other important employee resources.
- The HUB eLearning: These are quick access links to the Intranet eLearning system to take courses and provide feedback.
- Social Media Links: Click on these links to follow Benchmark on social media.
- My Groups: See recent posts from your groups. Request to join some private/departmental groups.
- Service Anniversaries & Birthdays

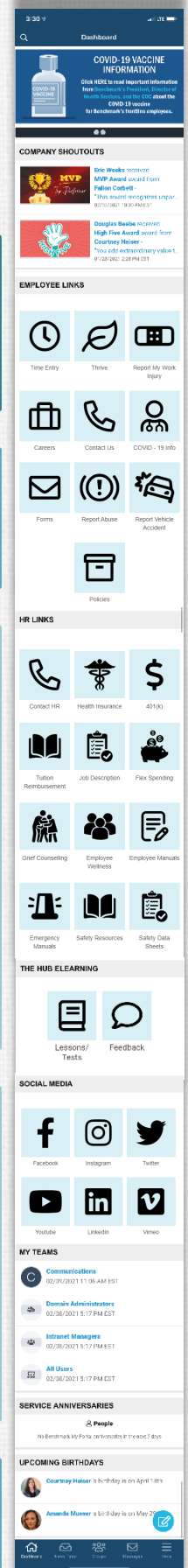


Bottom Navigation Menu

- Dashboard: think of this as a Home button to access everything above.
- News Feed: Contains public posts and posts from your Groups. Users can react to posts, add comments, and @ tag coworkers.
- Groups: Access posts from individual groups. Select My Groups or All Groups. Request to join some private/departmental groups.
- Messages: Send and receive direct messages to and from one or multiple individuals, similar to email or DMs on social media. Users can react to posts, add comments, and @ tag coworkers.
- More: Settings and Profile, click your name to customize profile, add an image, contact information, etc.

Posting Icon

- Create a Post for a group or everyone, send messages, recognize co-workers on the Shoutout Board, upload media, etc.



QUESTIONS? Email Courtney Heiser, cheiser@BenchmarkHS.com