

HR CONNECT AUTHENTICATION AND LOGIN – STORE EMPLOYEES

1. Navigate to www.HRconnect4bned.com.
2. Reach the Barnes & Noble College ADFS Login Page
3. Enter user name:
 - a. **Corp\XXXXXXXXXX**(S followed by your 9 digit ID). DO NOT ATTEMPT TO LOGIN USING AN EMAIL ADDRESS. You must enter as shown with Corp and the slash.
 - b. NOTE: the required slash is located above the enter key
4. Password
 - a. If you have set an accelerator password, that is your password. If you have not yet created a password, go to (b) below.
 - b. New Users (newly hired and have never set an accelerator password): WelcomeXXXX (where xxxx is the last 4 digits of your SS #)
 - c. If you are unable to get past this page and get a message indicating that your user name or password is incorrect, reset your password using the Self Service Password Reset Utility (see below). Once you have completed that process, begin again.
5. You should reach the Ulti Authentication Page. Provide requested data (birthday, employee ID and last name). **Note: birthday must be formatted MM/DD/YYYY (including the slashes).**
6. Review on screen message and access your email for confirmation. The email address will be the one that you used when completing Onboarding Paperwork or that you have identified as your Primary email. If you do not see the email almost immediately, check your Spam/Junk folder.
7. Click the link in the email. You should be brought to the HR Connect Home Page. Your name will appear on the top left and the logout link will be on the top right.

IMPORTANT SECURITY NOTES:

1. **After logging out from HR Connect, close the browser to prevent anyone else from reopening your session and accessing your personal information or that of your team.**

- 2. If you are a new user, logging in with the default password, you should update your password once you have completed the authentication process. To change your password, access the Self Service Password Reset (“SSPR”) site at <https://idm.bncollege.com/sspr/public/> and reset your password to one that you will remember but is hard for others to guess. Password must be a minimum of 8 characters and must contain at least 1 letter and one number.**

Future logins:

Navigate to www.hrconnect4bned.com

Enter your credentials on the Barnes & Noble College ADFS Login page. Remember to preface your user name with Corp\

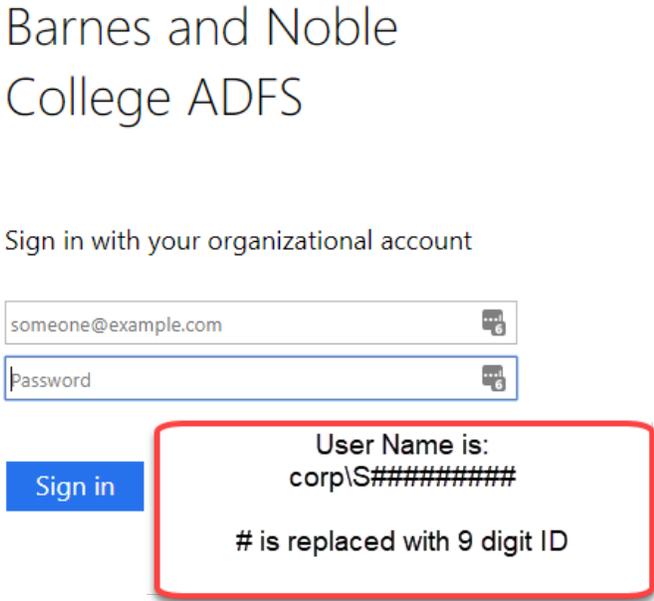
You will be automatically logged in to HR Connect and brought to the Home Page

Self Service Password Reset (“SSPR”)

This SSPR system controls passwords for a variety of store systems, including but not limited to Accelerator and HR Connect. If you get a message that your user name or password is incorrect and you are certain that you have correctly entered your user name, following the instructions below to reset your password.

NOTE: User name for HR Connect is: Corp\S##### (where # is replaced with your 9 digit ID).

Step	Screen
<p>Access the SSPR System. You <u>DO NOT</u> have to be on a company computer to reach this link.</p> <p>Note – all passwords expire every 90 days.</p>	<p style="text-align: center;">https://idm.bncollege.com/sspr/public/?</p>
<p>Select Forgotten Password</p> <p>System will prompt for User Name. Store users enter a leading S followed by their 9 digit ID.</p> <p>S#####</p> <p>Respond to the questions posed to validate your identity.</p>	<p style="text-align: center;">Main Menu</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p><input type="button" value="Login"/></p> <p><input type="button" value="Forgotten Password"/> Regain access to your account if you have forgotten your password.</p> <p><input type="button" value="Activate Account"/> Activate a pre-configured account and establish a new password.</p> </div>
<p>Create a new password that meets the rules stated. Note minimum length, use of upper and lower case letters and at least one number.</p> <p>Once the password has been changed, it takes approximately 15 minutes for all systems to sync to the new password. Allow that time to elapse before attempting to login again.</p>	<p style="text-align: center;">Change Password Logout</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p>Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:</p> <ul style="list-style-type: none"> - Password is case sensitive. - Must be at least 8 characters long. - Must include at least 1 number. - The first character can not be numeric. - Must have at least 1 uppercase letter. - Must not include part of your name or username. - New password may not have been used previously. <p>Please type your new password</p> <p>New Password <input type="password"/></p> <p>Confirm Password <input type="password"/></p> <p style="text-align: right;"><input type="button" value="Change Password"/> <input type="button" value="Cancel"/></p> </div>

Step	Screen
<p>If you were attempting to login to HR Connect, return to the login page at www.hrconnect4bned.com</p> <p>User name is Corp\S##### (ignore the example that shows an email address)</p> <p>Password is the one you just selected.</p>	

Resources/contact information

Name	Responsibilities (i.e. Div., Title)	Email Address	Phone Number
HR Connect Support	HR Connect Issues, including authentication	hrconnect@bned.com	833-474-2633
Support Services	Inability to reset password in SSPR	supportservices@bncollege.com	908-991-2100