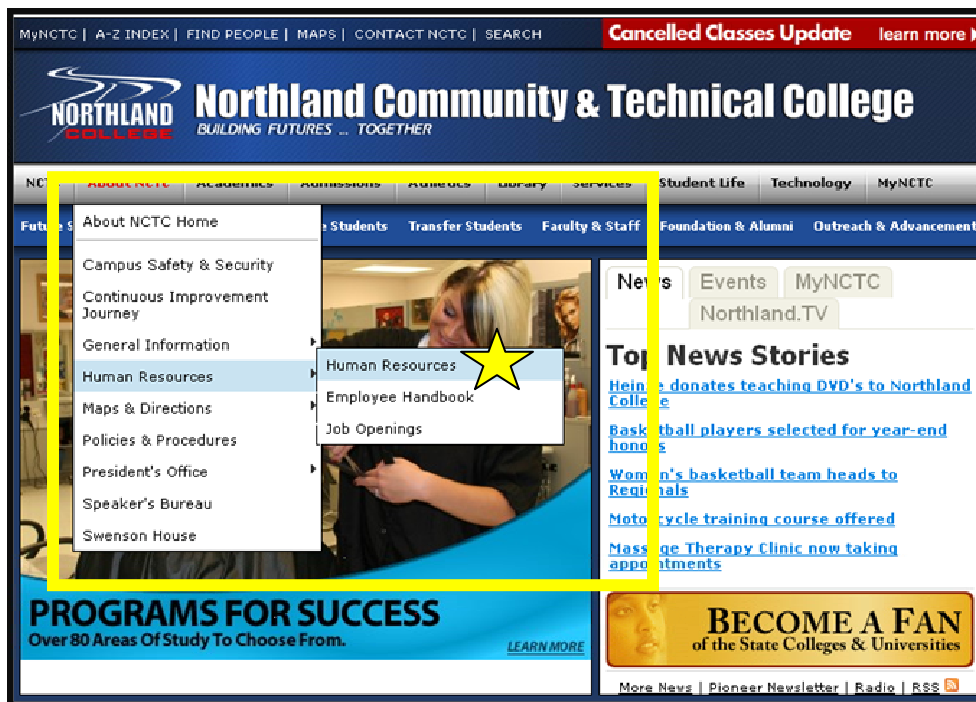


Logging into Employee Self Service

How do I do it?

1. *Open* the Northland College homepage at www.northlandcollege.edu
2. *Hover over* **About NCTC** on the grey bar located on the navigation bar.
3. *Hover over* **Human Resources** and then **Human Resources** again.



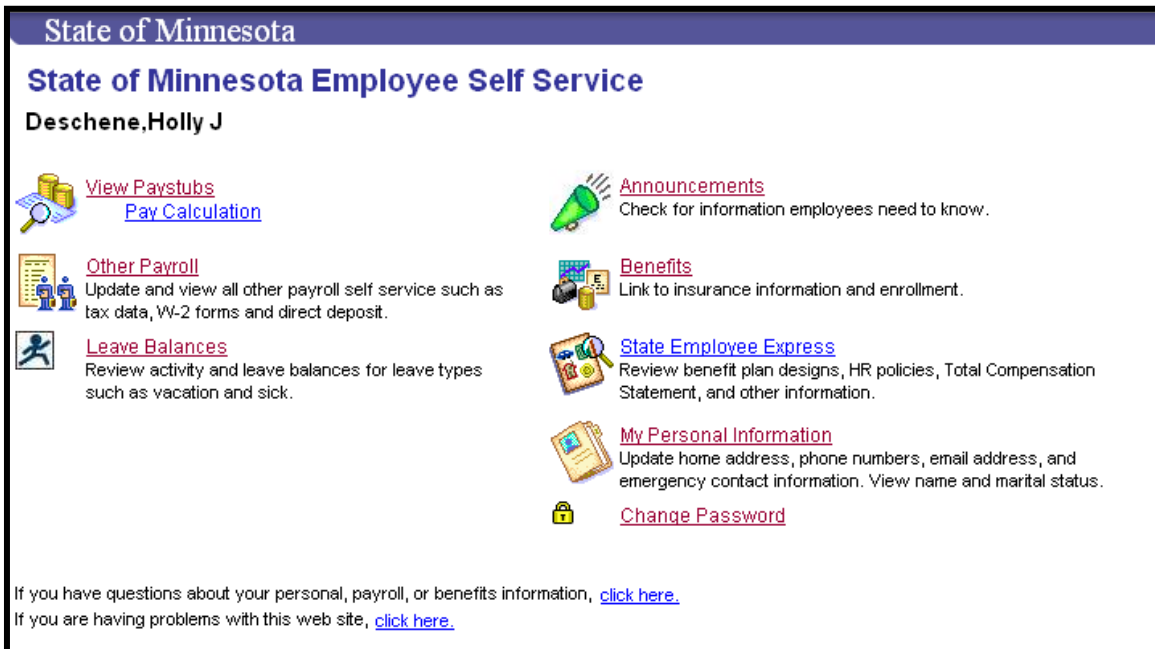
4. On the Human Resources page, *Left Click* on the **Payroll Information** button on the right.



5. Enter your **Username and Password** into the boxes provided.
6. Click the Sign In button.



7. Select the **Employee Self Service** item you wish to access.



8. Log out and close **Employee Self Service**.

