

Understanding the Login Process

When you login to the HR Direct application, you will complete the following required fields: Campus User ID, Password, and Campus.

The **Campus User ID** is the same as the campus account name you use to login to your UMass Lowell email and/or work computer (i.e. jane_doe@uml.edu or john_doe@student.uml.edu).

The **Password** is the same password you use with your campus account.

Note: All current employees have access to HR Direct. If you do not know your User ID or Password please contact the Help Desk at 978-934-4357 (HELP) or visit them in Olsen Hall

The **Campus** dropdown list is used to verify your account when you login to HR Direct.

Logging onto the HR Application

1. Navigate to the Campus Web Site <http://www.uml.edu/hrdirect>
2. Click the [HR Direct Login](#) link. The Login Screen opens.
3. Enter your **Campus User ID**.
4. Enter your **Password**.
5. Select "Lowell" as your **Campus**.
6. Click the button.

View Your Personal Information

1. Click the [Self Service](#) link in the Navigation Menu (located on left).
 2. Click the [Personal Information Summary](#) link.
- The **Personal Information** page opens.
3. View your personal information.

Please note: You can update your Emergency Contact information by clicking on the button on the Personal Information page.

Edit Emergency Contacts

1. Click the [Self Service](#) link in the Navigation Menu (located on left).
2. Click the [Personal Information](#) link.

3. Click the [Emergency Contacts](#) link. The **Emergency Contacts** page opens.
4. Click the button to edit a contact.
5. Click the button to delete a contact.
6. Click the button to change the primary contact.
7. Click the button to add a new emergency contact.

Note: When adding a new Emergency Contact, you will need to enter the following information:

- Contact Name
- Relationship to Employee
- Address
- Telephone

View Your Training History

Training Summary			
Betty Locherty			
Internal Training			
Course Name	Course Start Date	Course End Date	Status
MERT Refresher Training	05/30/2008	05/30/2008	Completed
Chamfield Maintenance	01/28/2002	01/28/2002	Completed

1. Click the [Self Service](#) link in the Navigation Menu (located on left).
2. Click the [Learning and Development](#) link.
3. Click the [Training Summary](#) link. The **Training Summary** page opens.
4. Click the [Course Name](#) to see more information on the course. The **Training Summary – Course Detail** page opens.
5. Click the button to return to the **Training Summary** page.

