

NESSIE

UIC Employee Requirements

<http://nessie.uihr.uillinois.edu>

Software Requirements

Use a World Wide Web browser that:

- Is secure socket layer (SSL) compliant.
- Supports JavaScript 1.1 and has JavaScript enabled.
- Supports Cookies and has Cookies enabled.

The following Web browsers meet the requirements:

- Netscape Navigator 4.06 or higher for Windows or Macintosh.
- Microsoft Internet Explorer Version 4.01 or higher for Windows.
- Microsoft Internet Explorer Version 4.51 or higher for Macintosh.

NESSIE will perform a preliminary test to see if your browser is compatible. If your current browser is compatible, an "Enter NESSIE" button displays at the bottom of the screen. If you use a browser other than those listed, NESSIE displays a warning message encouraging you to install one of the recommended browsers before continuing.

If NESSIE determines that your browser does not support JavaScript or does not have JavaScript enabled, the "Enter NESSIE" button does not display. An error message asking you to download a new browser appears.

You can download browsers from NESSIE's **Your Tools** section.

Accessing NESSIE

University of Illinois Employee You must be a University of Illinois employee who is on the payroll of either the Chicago, Springfield, or Urbana-Champaign campus.

Net ID and Password Your Net ID and password are the same logon ID and password used for an account on any ACCC machine (tigger, icarus, or mailserv), or your Medical Center Network account if applicable. The Net ID is also published as part of the email address in the UIC online phonebook database. You must have an account to use NESSIE, you must have a Net ID to get an account, and you must be entered into the UIC phonebook to get a Net ID.

Note: If you are an Extra Help employee, please contact your Human Resources Employment Office at (312) 996-0840 to obtain a Net ID and password.

Net ID Questions To obtain a Net ID, see your departmental Phonebook Contact Person. Phonebook Contacts are listed on <http://www.uic.edu/depts/accc/accts/netids.html> or in the UIC phone book, pages A27-A29. For other questions about Net IDs or generating accounts, contact your department's REACH member listed on <http://www.uic.edu/depts/accc/reach> or call 3-0003 to speak with a consultant in the ACCC Client Services Office.

Password Help If you forget your password no one can tell you what it is, you must have it changed. Request the change **in person** at either the [Client Services Office](#) (2267 SEL), the [BGRC Consultant's office](#) (181 BGRC), or [ADN Network Operations](#) (LL55 BGRC). Password changes cannot be made without confirmation of identity, a form of picture ID is required.

PIN Establish a Personal Identification Number (PIN) through NESSIE by selecting the "Your PIN" link in the PIN box on any page that asks for the PIN. A PIN can also be created by choosing the link 'How Do I?' in the Help section at the top of each page.

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UIC Access Locations

NESSIE may be accessed from the Human Resources Computer Kiosk or Public Access Sites. If you plan to use a Public Access Site, please call ahead to ensure there are no classes scheduled. When you use a Public Access Site, you will be required to log into the terminal using your Net ID and password.

HR Computer Kiosk

212 Human Resources Building
715 S. Wood St.
M-F 8:30am to 4:30pm

NESSIE Availability:

NESSIE is available from 6:30am to 10:00 pm Monday through Saturday, and 12:00 pm to 10:00pm on Sunday.

Contact Information:

For questions regarding NESSIE please send email to uichrnessie@uillinois.edu or call (312) 413-4848.

Public Access Sites

<u>Location</u>	<u>Hours Available</u>
BGRC Rooms 179 & 105 <i>You will need building access after 5pm and on weekends. Request access in the Client Services Office, room 2267 SEL or room LL55 BGRC.</i>	24 Hours
SEL Rooms 2249, 2249F, 2263, and 2265	24 Hours
SEL Rooms 2054, 2058	M-F 9am to 9pm
CCC Room 340 <i>Closed during all breaks. Summer Session hours are M-F 9am to 5pm.</i>	M-F 9am to 9pm
Lib 1444 - Lib South	Open Library Hours
BSBB Room 0001 <i>Closed during all breaks. Summer Session hours are M-F 9am to 7pm.</i>	M-F 9am to 9pm
ECSW Room L270 <i>Closed during all breaks.</i>	M-W 9am to 8pm Th 8am to 8pm F 9am to 6:30pm Sa 1pm to 5pm Su 1pm to 5pm
SSB Room 2300 <i>Summer session hours are M-F 9am to 6pm. Hours during breaks are M-F 9am to 5pm. Check for special schedules or closing during holidays.</i>	M-F 9am to 6pm

NESSIE, Net-driven Employee Self-Service and Information Environment, is an electronic environment maintained by the University Office of Human Resources. NESSIE enables employees on all campuses to conduct personnel transactions online and view information related to their work environment.