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) either through NESSIE or the Benefits-On-Call phone system (217-265-8422 or 1-800-524-1451). Instructions for using the system can be found on the Benefits-On-Call page in NESSIE.
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.

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

**Public Access Sites**

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGRC Rooms 179 &amp; 105</td>
<td>24 Hours</td>
</tr>
<tr>
<td>SEL Rooms 2249, 2249F, 2263, and 2265</td>
<td>24 Hours</td>
</tr>
<tr>
<td>SEL Rooms 2054, 2058</td>
<td>M-F 9am to 9pm</td>
</tr>
<tr>
<td>CCC Room 340</td>
<td>M-F 9am to 9pm</td>
</tr>
<tr>
<td>Lib 1444 - Lib South</td>
<td>Open Library Hours</td>
</tr>
<tr>
<td>BSBB Room 0001</td>
<td>M-F 9am to 9pm</td>
</tr>
</tbody>
</table>
| ECSW Room L270 | 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 | M-F 9am to 6pm  
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. |

**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 nessie@uillinois.edu or call 1-866-699-4772.
NESSIE
UIS Employee Requirements

http://nessie.uihr.uillinois.edu

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 NESSIE requires a Net ID and password. This is the same as your Network login and password. Call the Technical Support Center at 206-7357 with any questions or problems regarding your Net ID and Password.

Note: If you are an Extra Help employee, please contact one of the following to obtain a logon ID and password:

   Carol McClure Tandy (217) 206-7139
   A. P. Storm (217) 206-7015
   Carmelita Washington (217) 206-7143

PIN Establish a Personal Identification Number (PIN) either through NESSIE or the Benefits-On-Call phone system (217-265-8422 or 1-800-524-1451). Instructions for using the system can be found on the Benefits-On-Call page in NESSIE.

Software Requirements

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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.

NESSIE Availability:
NESSIE is available from 6:30 AM to 10:00 PM Monday through Saturday, and from 12:00 PM to 10:00 PM on Sunday.
NESSIE may be accessed from a Human Resources Computer Kiosk or from Public Access Sites.

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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSB 109</td>
<td>M-Th 8:30am to 2:00am</td>
</tr>
<tr>
<td></td>
<td>F 8:30am to 10:00pm</td>
</tr>
<tr>
<td></td>
<td>Sa 9:00am to 5:00pm</td>
</tr>
<tr>
<td></td>
<td>Su 2:00pm to midnight</td>
</tr>
<tr>
<td>CBM 12 (L-12)</td>
<td>M 2:00pm to 6:00pm</td>
</tr>
<tr>
<td></td>
<td>Tu 2:00pm to 6:00pm</td>
</tr>
<tr>
<td></td>
<td>Th 2:00pm to 6:00pm</td>
</tr>
<tr>
<td></td>
<td>Sa 1:00pm to 5:00pm</td>
</tr>
<tr>
<td>Public Affairs Center</td>
<td>M 2:00pm to</td>
</tr>
<tr>
<td>PAC 493</td>
<td>Tu 2:00pm to 6:00pm</td>
</tr>
<tr>
<td></td>
<td>Th 2:00pm to 6:00pm</td>
</tr>
</tbody>
</table>

Contact Information:

For questions regarding NESSIE, please email nessie@uillinois.edu or call 1-866-669-4772.
NESSIE

UIUC Employee Requirements

http://nessie.uihr.uiuillinois.edu

Software Requirements

Use a World Wide Web browser that:
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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 A Net ID and password are required. Your Net ID should be on your University ID card. If you do not have a Net ID, please go to Computing and Communications Services Office (CCSO) Account Services at 1420 Digital Computer Lab, 1304 W. Springfield Avenue, or call 333-6760 to have the security form faxed to you. Ensure that you apply for a Kerberos password when establishing your Net ID.

Note: Extra Help employees should contact Extra Help Services at 333-4752 to obtain a Net ID and password.

Password If you have forgotten (or never knew) your Net ID and password, you can have it reset at the Account Services Desk in the CCSO Resource Center (1420 DCL) weekdays from 8:30 AM to 5:00 PM. They will need your University ID (or other picture ID) to help you. Contact CCSO Account Services at 333-6760 with questions or problems regarding your password.

PIN Establish a Personal Identification Number (PIN) either through NESSIE or the Benefits-On-Call phone system (217-265-8422 or 1-800-524-1451). Instructions for using the system can be found on the Benefits-On-Call page in NESSIE.

Email Address To update or verify your email address, visit the Electronic Directory Editor on CCSO’s web site. You will need to login using your Net ID and Kerberos password. It will take up to 24 hours to replicate a change to your email address in the HR database.

Note: Extra Help employees do not need an email address to use NESSIE.

NESSIE Availability:
NESSIE is available from 6:30 AM to 10:00 PM Monday through Saturday, and from 12:00 PM to 10:00 PM on Sunday.
NESSIE may be accessed from any of the Human Resources Computer Kiosks 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.

<table>
<thead>
<tr>
<th>Public Access Sites</th>
<th>Location</th>
<th>Hours Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wohlers Hall Room 70 A&amp;B (Comm West)</td>
<td>1206 South 6th Street</td>
<td>M-Th 8am to 12am, F 8am to 8pm, Sa 10am to 5pm, Su 12pm to 12am</td>
</tr>
<tr>
<td>Illini Hall Rooms 23&amp;24</td>
<td>725 South Wright Street</td>
<td>M-Th 24 hours, F closes at 10pm, Sa 10am to 12am, Su opens at 12pm</td>
</tr>
<tr>
<td>Illini Hall Rooms 23&amp;24</td>
<td>1203 1/2 W. Nevada</td>
<td>M-Th 8am to 12am, F 8am to 8pm, Sa 10am to 8pm, Su 12pm to 12am</td>
</tr>
<tr>
<td>English Room 8</td>
<td>608 South Wright Street</td>
<td>M-F 8am to 6pm</td>
</tr>
<tr>
<td>Illini Union 1st Floor</td>
<td>1401 West Green Street</td>
<td>M-Th 8am to 12am, F 8am to 10pm, Sa 10am to 10pm, Su 12pm to 12am</td>
</tr>
<tr>
<td>901 E. Oregon</td>
<td>M-Th 24 hours, F closes at 8pm, Sa 10am to 10pm, Su opens at 12pm</td>
<td></td>
</tr>
<tr>
<td>Everitt Laboratory Room 146</td>
<td>1406 West Green Street</td>
<td>M-Th 8am to 10pm, F 8am to 5pm, Sa 12pm to 5pm, Su 12pm to 10pm</td>
</tr>
<tr>
<td>Lincoln Hall Room 200-204</td>
<td>702 South Wright Street</td>
<td>M-Th 8am to 12am, F 8am to 5pm, Sa 12pm to 5pm, Su 12pm to 12am</td>
</tr>
<tr>
<td>Undergraduate Library</td>
<td>1402 West Gregory Drive</td>
<td>M-Th 8am to 1am, F 8am to 10pm, Sa 9am to 10pm, Su 1pm to 1am</td>
</tr>
</tbody>
</table>

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