NESSIE Requirements

UIC Employee

Accessing NESSIE at
http://nessie.uihr.uillinois.edu

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 to access the secure applications. All other areas of the site are available to the public.

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. 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.

NESSIE is Available
24 hours a day, except on Sunday.
On Sunday, the secure transaction areas of NESSIE are not available between 6:00 AM and noon for regular maintenance.

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.

HELP

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's **Help** section.

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 Access Locations

NESSIE can be accessed online using any Internet connection. If you do not have a computer with Internet at home or work, you can also access NESSIE from the Human Resources Information and Employment Center or at a Public Access Site.

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 Information and Employment Center

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

Contact Information

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

Public Access Sites

Location	Hours Available
BGRC Rooms 179 & 105	24 Hours

You will need building access after 5pm and on weekends. Request access in the Client Services Office, room 2267 SEL or room LL55 BGRC.

SEL Rooms 2249, 2249F, 2263, and 2265	24 Hours
SEL Rooms 2054, 2058	M-F 9am to 9pm
SCE Room 340	M-F 9am to 9pm

Closed during all breaks. Summer Session hours are M-F 9am to 5pm.

Lib 1444 - Lib South	Open Library Hours
BSB Room 0001	M-F 9am to 9pm

Closed during all breaks. Summer Session hours are M-F 9am to 7pm.

ECSW Room L270	M-W 9am to 8pm

Closed during all breaks. 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.

More information about these locations is available on the ACCC Public Computer Lab Hours web site at http://www.uic.edu/depts/accc/pclabs/index.html