NESSIE Requirements

UIUC 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 A Net ID and password are required to access NESSIE's secure self-service areas. Your Net ID should be on your University ID card. If you do not have a Net ID, please go to Campus Information Technologies and Educational Services (CITES) Help Desk at 1211 Digital Computer Lab, 1304 W. Springfield Ave. in Urbana, or call 244-7000 to have the security form faxed to you. Ensure that you also set a 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 password, you can have it reset at the CITES Help Desk (1211 DCL) weekdays from 8:30 AM to 5:00 PM. You must bring your University ID (or other picture ID) in order to obtain your password. Contact CITES at 244-7000 with questions or problems about your password.

PIN You will also need a NESSIE Personal Identification Number (PIN) to complete certain secure self-service transactions. Go to NESSIE's **Help** section to find out how to establish a PIN.

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 4.51or higher for Macintosh.

Email Address Some NESSIE self-service transactions require that you have a valid email address so that automatic emails about the transaction can be delivered to you.

To update or verify your email address, visit the Electronic Directory Editor on the CITES web site. You will need to login using your Net ID and 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 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.

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 any 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 Kiosks

Academic Human Resources
807 S. Wright St, 4th Floor
M-F 8:30am to 5pm

Benefits Center
M-F 9:00am to 5pm

Personnel Services Office (PSO)
M-F 8:30am to 5pm

Contact Information:

For questions about NESSIE please send email to nessie@uillinois.edu or call 1-866-669-4772.

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.

Public Access Sites

Location	Hours Available
English Building 608 S. Wright, Room 8 244-0386	M-Th 8am to 12am F 8am to 8pm Sa 12pm to 10pm Su 12pm to 12am Closed summer/breaks
Illini Union 1401 W. Green Street, Room 187 244-7935	M-Th 8am to 12am F 8am to 10pm Sa 10am to 10pm Su 12pm to 12am Reduced summer hours
1203 1/2 W. Nevada, Room 100 333-4371	M-F 8am to 8pm Sa 12pm to 8pm Su 12pm to 8pm Closed summer/breaks
901 E. Oregon, Room 105 244-7513	M-Th 8am to 12am F 8am to 8pm Sa 12pm to 8pm Su 12pm to 8pm Closed summer/breaks
Undergraduate Library 1402 W. Gregory, Room 289 244-2562	M-Th 8am to 3am F 8am to 7pm Sa 11am to 7pm Su 1pm to 3am Reduced summer hours
Wohlers Hall 1206 S. Sixth St, Rooms 70 A/B 333-4500	M-Th 8am to 12am F 8am to 6pm Sa 12am to 6pm Su 12pm to 12am Reduced summer hours

Find out more about these computer lab locations at
http://www.cites.uiuc.edu/ics/index.html