



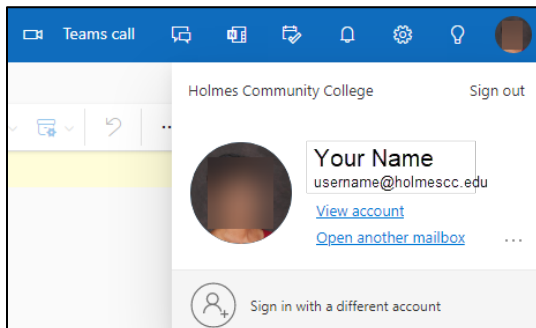
## Getting Started with MyHolmes Portal Employee View

- Go to the **Holmes Community College** website [www.holmescc.edu](http://www.holmescc.edu).
- Click on **MyHolmes** at the top.

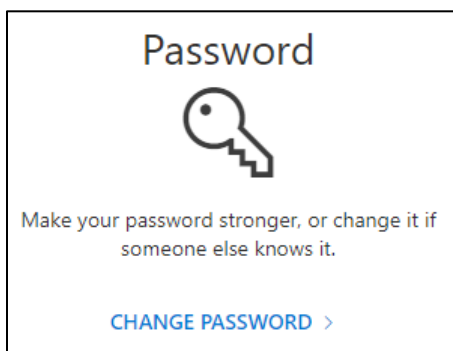


- Log in **MyHolmes** portal using your **Username** and **Password**. Note: If you are a *First Time User*, your employer will provide you your log in information.

- If you *Forgot Password*, or *Forgot Holmes ID*, **DO NOT CLICK** the *Forgot Password/Reset Password* on the **MyHolmes Sign In** page. Follow the instructions below to change your password.
  - Access your *Webmail (Office 365)* at <https://outlook.office365.com/owa/>. **Note:** Changing this password will also change your **Argos**, **MyHolmes Portal**, and **Canvas** password).
  - Enter your **Outlook Email** username ([ex.username@holmescc.edu](mailto:ex.username@holmescc.edu)), and click **Next**.
  - Click on your profile picture (top right).

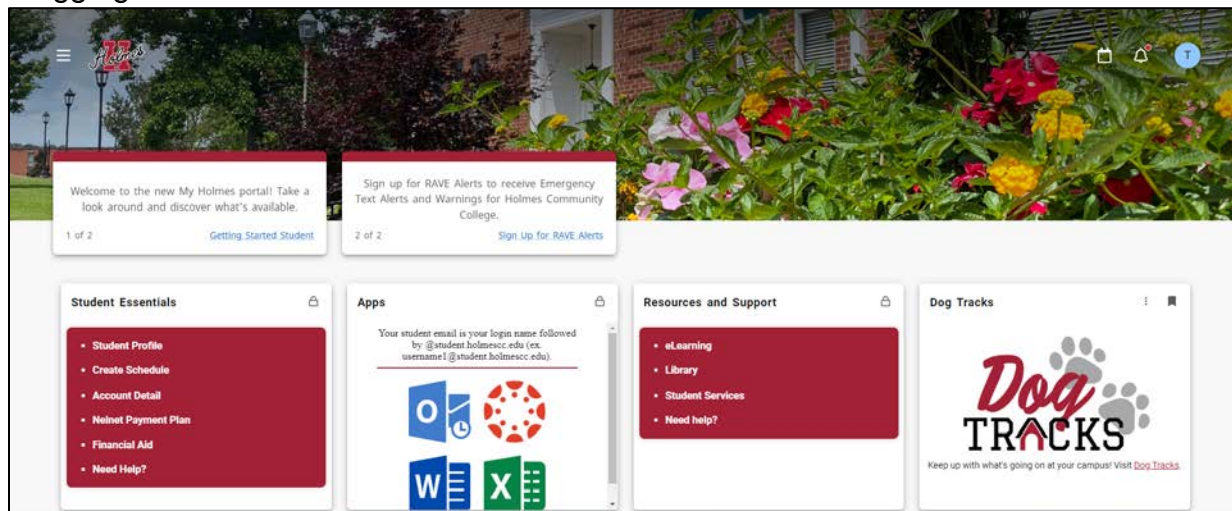


- Click on **View Account**. Locate the *Password* card and click **CHANGE PASSWORD**.



- Enter your old password, create your new password, and confirm your new password, and click **Submit**.

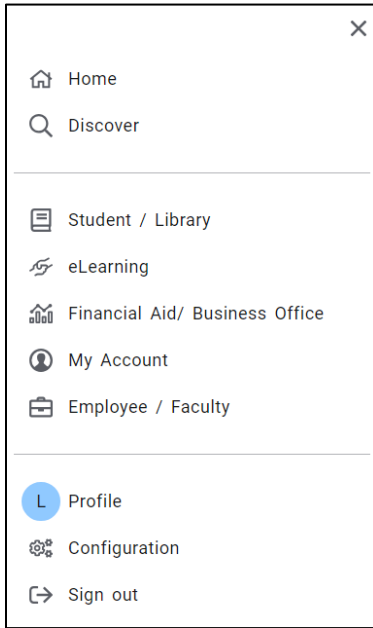
- Log back in **MyHolmes** with your new *Username* and *Password*. **Note:** This will also be the new password for **Argos, Outlook Email, and Canvas**.
- The **Home** page will be displayed. You can move or rearrange cards that are not locked by dragging them.



- Click here for *Main Menu*.



- From the *Main Menu* you can access the following:

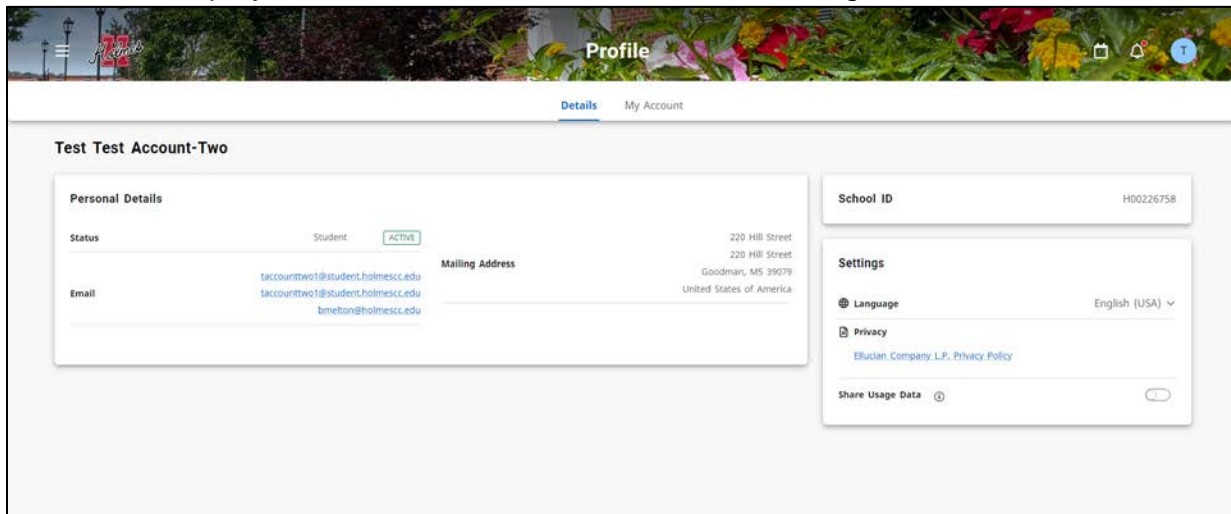


- Discover* – Search for information, find cards.
- Student/Library* – See student and library information
- eLearning* – See eLearning (online) information
- Financial Aid/Business Office* – See financial aid/billing information
- My Account* – See portal account items
- Employee/Faculty* – See employee and faculty information
- Profile* – See your personal information
- Configuration* – See resources and social media links
- Sign out* – Log out of the portal

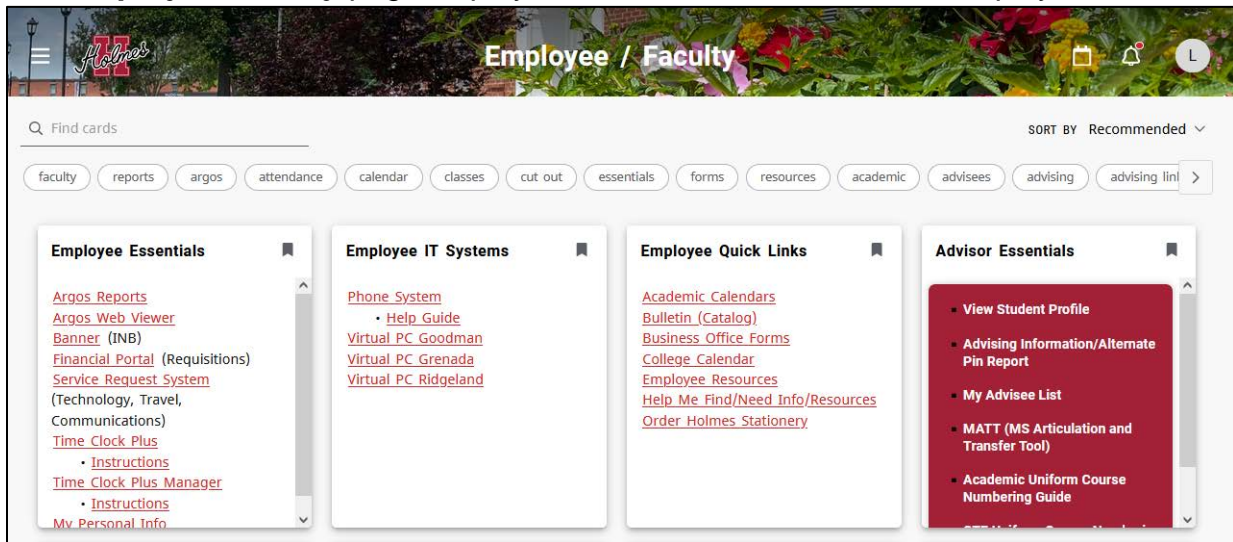
- Access *Calendar*, *Notifications*, and *Profile* from here.



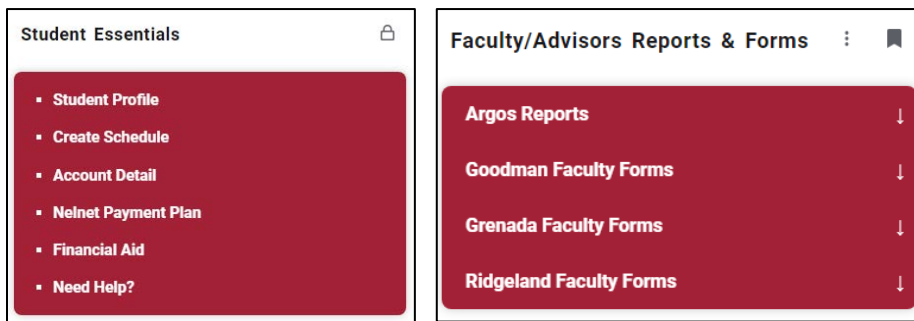
- The *Profile* displays Personal Details, School ID, and Settings.



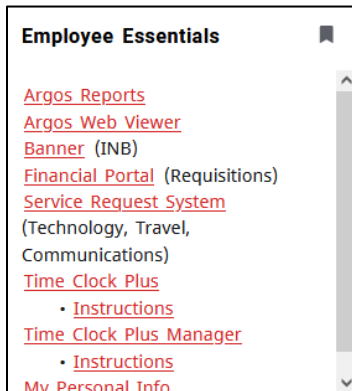
- The **Employee/Faculty** page displays all the cards available to an employee.



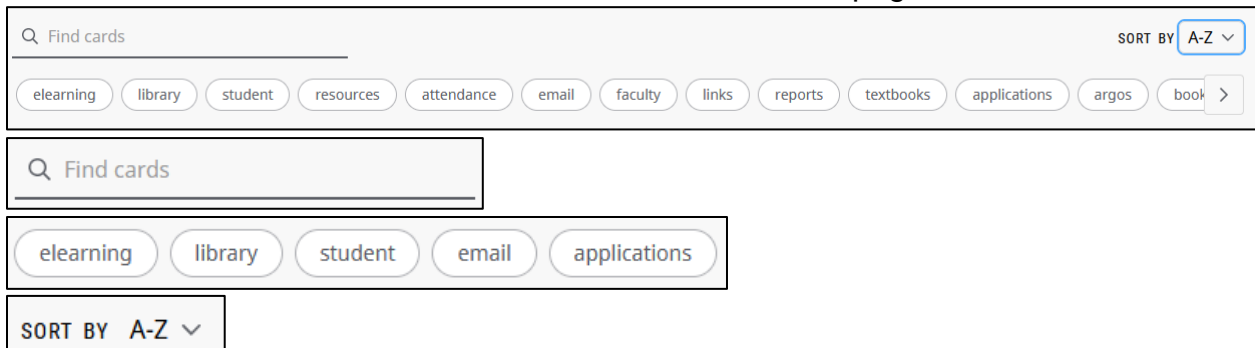
You are unable to remove or move Locked cards. Arrows and scroll bars will display if more information is on the card than is visible.



You can Bookmark cards to tag to your *Home* page by clicking on the bookmark icon.



- Click on **Discover** to search for cards and sort items on the page.



- Be sure when you finish to **Sign Out**.

## Sign Out

Are you sure you want to sign out?

CANCEL

SIGN OUT

## Signed Out

You have successfully signed out.

SIGN IN