

NOTE: If you use a shared computer and forget to log out—or leave your own computer open while logged into the Portal—your personal information, including compensation details, could be exposed. **Always log out** of Productivity Portal when you are finished.

View Employee Profile

Step	Action
1	Navigate to Productivity Portal and click the “Me” tab.
2	Click “My Activity Center”.
3	Click “View Connections”.
4	View job title, work phone, and work location on the left.
5	Click “Org Chart” for an organizational view.

Tips:

- Use the Org Chart for a quick view of your coworkers or your own reporting structure.

View Notifications

Step	Action
1	Navigate to Productivity Portal and view the notifications bell icon at the upper right.
2	Click the notifications bell icon.
3	View notifications.
4	To view more details, click the item.
5	View additional details and click “Dismiss” to clear the notification.

Tips:

- A red number will appear next to the bell if there are notifications.

Update Personal Information

Step	Action
1	Navigate to Productivity Portal and click the “Me” tab.
2	Click “Personal Information”.
3	Click the button that applies to the change you want to make (e.g., Contact Info).
4	Click the pencil icon to edit or the plus sign to add new information.
5	Complete required fields then click “Save”.
6	View the “Pending Approval” message to confirm changes were submitted.

Tips:

- Ensure all date fields entered into the system are on or after your hire date to avoid error messages.
- Check your information carefully before clicking “Save”.

Add or Edit Family and Emergency Contacts

Step	Action
1	Navigate to Productivity Portal and click “Personal Information”.
2	Click “Family and Emergency Contacts”.
3	Click the plus sign to add a contact.
4	Under “What would you like to do?” select “Create a New Contact” then click “Continue”.
5	Enter the contact’s First Name and other details.
6	For “What’s the start date of this relationship?” use today’s date.
7	Complete all other required fields.
8	When finished, click “Submit”.

Tips:

- Effective dates must be on or after your hire date to avoid errors.
- Check your information carefully before clicking “Save” or “Submit”.