

# SUNY Employee Services Portal Login

The purpose of this documentation is to provide an outline on logging into the SUNY Employee Services Portal. The screenshots are labeled to highlight important areas of the application and include step by step instructions for pieces that require multiple actions from the user.

## SUNY Employee Services Portal Overview

The initial SUNY Employee Services Portal consists of a non-secure but SSL (Secure Socket Layer) encrypted pre-login page that will contain non-specific links and content relative to all SUNY employees as well as a log in form. After the user logs in under the "SUNY Employee Services Login" and is validated, the SUNY Employee Services Portal will generate personalized links and access to applications based on the user's credentials.

## Logging into the Portal

1) In a web browser, the user should access the URL: <http://www.suny.edu> – They will be given a web page similar to that found in Figure 1.

2) To access the portal, the user should locate and click on the "Faculty, Staff & Employment" link, indicated in figure 1.

The screenshot shows the SUNY home page. At the top left is the SUNY logo and the text "SUNY THE STATE UNIVERSITY of NEW YORK". At the top right are links for "Contact Us" and "Site Map", and a search bar labeled "Search SUNY:". Below the header is a navigation menu with the following items: "Future Students", "Academics", "Visit a Campus", "News & Announcements", "Alumni & Friends", "Business & Industry", "Faculty, Staff & Employment" (highlighted with a red box and a mouse cursor), and "Administration & Governance". To the right of the navigation menu is a banner titled "Wondering What to do Next?" with a "Learn More" button. Below the banner is a message: "SUNY.edu uses the Flash Player 8.0. Please update your Flash Player". At the bottom of the page are three columns: "Accountability" with a bar chart and links for "Fast Facts" and "Achieving Efficiency at SUNY"; "SUNY Spotlights" with a list of links: "Executive Searches", "SUNY Sets Enrollment Records", and "Kiplinger's Ranks Two SUNY Campuses in Top 10 in the Nation"; and "Featured Campus SUNY Geneseo" with a list of bullet points describing the college.

Figure 1 – SUNY home page, at <http://www.suny.edu>

3) The user should then locate the Sign On button located in the top right corner of the Portal home page. See figure 2, for the location.



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- >> [Employee Benefits](#)
- >> [Employee Relations](#)

## Professional Development

- >> [Career Development Organization](#)
- >> [Faculty Access to Computing Technologies \(FACT\)](#)
- >> [Goer e-Learning](#)
- >> [SUNY Learning Network](#)
- >> [SUNY Training Center](#)
- >> [SUNY Urban Teacher Education Center \(SUTEC\)](#)

## Policy & Procedures

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- >> [Community Colleges](#)
- >> [OSC Accounting, PAYSR and 'G' Bulletins](#)

## Employee Organizations

- >> [Business Officers' Association \(SUBOA\)](#)
- >> [College Admissions Professionals \(SUNYCAP\)](#)
- >> [Community College Business Officers' Association \(CCBOA\)](#)
- >> [Computing Officers Association \(COA\)](#)
- >> [Council on University Affairs & Development \(SUNY/CUAD\)](#)
- >> [Educational Technology Officers' Association \(EdTOA\)](#)
- >> [Faculty Council of Community Colleges \(FCCC\)](#)
- >> [Faculty Senate](#)
- >> [Financial Aid Professionals \(SUNYFAP\)](#)
- >> [SUNY Registrars Association](#)
- >> [Telecommunications Officers' Association \(TOA\)](#)

## Employee Services Login

**SUNY**  
Secure sign-on

Sign On >>>

Unauthorized use prohibited



## SUNY Faculty & Staff PC Discount Program

- [Dell](#)
- [Gateway](#)
- [IBM](#)

## Other Information

- [SUNY Giving Campaign Form \(TXT\) \(PDF\)](#)\*
- [SUNY TV Promo](#)
- [SUNY Strategic Plan](#)\*
- [Technology Contracts](#)

\*NOTE: You will need to have [Adobe Acrobat Reader](#) (free software) installed on your machine in order to view and print PDF files.

Figure 2 – To access the secure area of the portal, click the Sign On button.

4) Next, the user should locate their campus or institution from the drop down box pictured in figure 3.



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[What's my User ID?](#)

[Do you need help?](#)

**UNAUTHORIZED ACCESS PROHIBITED**

**\* Required fields**

**Campus:**

Choose your SUNY Campus or Institution

– Select a Campus – ▾

Login

**Figure 3 – Accessing the Security Login screen for the first time.**

5) The user should provide their User ID, and password they use to access the portal. The text to the left side of the User ID and password provides additional information that helps the user identify which User ID to provide. Campus security administrators are permitted to change this text to help aid their users in logging in. See figure 4 for the location of these fields.

6) Finally, the user should click the Login button to begin the authentication process.



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### UNAUTHORIZED ACCESS PROHIBITED

**\* Required fields**

**Campus:**

Choose your SUNY Campus or Institution

Sys Admin

**\* SA LAN Userid:**

Enter the user name you use to access your computer in the SUNY Plaza

username

**\* SA LAN Password:**

Enter the password you use to access your computer in the SUNY Plaza

**Remember me:**

Login

Figure 4 – The identifying fields required to authenticate a user.

## Login Assistance

Help is provided for users, by clicking on the "Do You Need Help?" link on the left side of the page. Information is available about gaining access to the portal and its applications. Information is also provided in the event a user has forgotten their password and needs the password reset. See figure 5 for the information provided to users.



[SUNY Login](#)

[What's my User ID?](#)

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## Frequently Asked Questions

[How do I gain access to an application?](#)

[How do I determine my userid/password?](#)

**Figure 5 – Clicking on the “Do you need help?” link reveals Frequently Asked Questions.**

## Identifying the User’s User ID

The user can determine what their User ID is by clicking on the “What’s my User ID?” link on the left side of the page. If the user has a user ID hosted by System Administration a form will appear asking for their first and last name (see figure 6). If the user ID is not hosted by System Administration, contact information will be provided for the technical contact at the user’s campus.

A System Administration hosted User ID can be reset by locating the user’s record, and clicking the reset button shown in figure 7.



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[SUNY Login](#)

[What's my User ID?](#)

[Do you need help?](#)

Your UserID/password are maintained at SUNY System Administration. You may search for your login information, by using the form below:

|                    |                                       |
|--------------------|---------------------------------------|
| <b>First Name:</b> | <input type="text"/>                  |
| <b>Last Name:</b>  | <input type="text"/>                  |
|                    | <input type="button" value="Search"/> |

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**Figure 6 – System Administration hosted User ID's can be queried by using this form.**



## SUNY THE STATE UNIVERSITY *of* NEW YORK

[SUNY Login](#)

[What's my User ID?](#)

[Do you need help?](#)

Your login information is below. If you do not know your password and your email is correct, you may press the "Reset" button to have a new password sent to you. If your email is not correct, please contact the System Administration [Security team](#)

|                   |                        |
|-------------------|------------------------|
| <b>User ID</b>    | bingerje               |
| <b>First Name</b> | Jeremy                 |
| <b>Last Name</b>  | Binger                 |
| <b>Email</b>      | jeremy.binger@suny.edu |
| <b>Phone</b>      | +1 518 443 5771        |

**Figure 7 – System Administration hosted users can reset their password by clicking the reset button.**