

NEOGOV INSTRUCTIONS

NOTES:

- NEOGOV works best when using Google Chrome
- 'Forgot password' link does not work for non-applicant users, only HR can reset your password

HOW TO LOG IN

NEW USERS:

- Check for an activation email from donotreply@neogov.com (example below)
- If you can't find it, contact HR so we can resend

Example of Activation Email:

donotreply@neogov.com

NEOGOV

Dear Esther Eagle,

Welcome to Mt. San Jacinto College, we are happy to have you! Your new account for NEOGOV ONboarding is set up.

NEOGOV ONboarding is the portal we use to complete new and re hire forms. Additionally, we use it for all employee forms (ex. W4 (Federal tax), DE4 (State tax), Employee Info. (address/phone/email), Emergency Contact, Beneficiary Designation, Direct Deposit).

Your User Name is [REDACTED]

Activate your account and set a password: [Activation Link](#) ***expires in 72 hours***

Instructions to help you navigate NEOGOV: [Log in Instructions Link](#)

Thank you,

Mt. San Jacinto College Human Resources

ESTABLISHED USERS:

- Direct link <https://login.neogov.com>
- Username is your **FULL MSJC email address**
- If you don't remember your password, let us know and we'll reset it for you

Example of Password Reset Email:

donotreply@neogov.com

to me ▾

NEOGOV

Dear Ernie Eagle,

Your NEOGOV password for Mt. San Jacinto College has been reset.

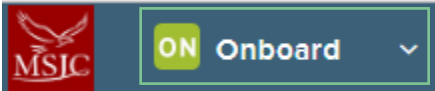
Your username is: [REDACTED]

Please use this link to set a new password: [Reset Password Link](#) ***expires in 72 hours***

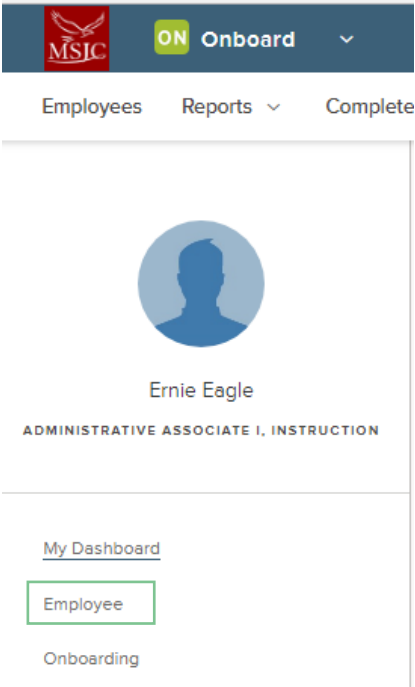
Thank you,

Mt. San Jacinto College Human Resources

HOW TO COMPLETE FORMS



Check to see you're on the green ON user interface (UI)



Click on 'Employee' under your name on the left

Scroll to the 'Forms' section of your page and click on the pencil icon to edit forms.
Completed forms are automatically sent to HR & Payroll (when applicable).

Forms

Export To PDF

<input type="checkbox"/>	Form Name	Updated On	Status	Actions
<input type="checkbox"/>	BP 3900 Speech	09/28/2017 08:05 AM	Incomplete	
<input type="checkbox"/>	Beneficiary Designation	09/28/2017 08:05 AM	Incomplete	
<input type="checkbox"/>	Direct Deposit	09/28/2017 08:05 AM	Incomplete	

NOTE: You must request HR assign form(s) to your profile.
Example of forms available through NEOGOV: W4 (Federal tax), DE4 (State tax), Employee Info. (address/phone/email), Emergency Contact, Beneficiary Designation, Direct Deposit.