

LINQ



LINQ ERP NC

EmployeeLINQ Portal

The image is a composite of two parts. On the left, there is a photograph of a red alarm clock with a white face, sitting on a stack of several books. The background is dark blue. On the right, there is a screenshot of the LINQ login portal. The portal has a white background with the LINQ logo at the top. Below the logo, it says "Log in to your account". There are three input fields: "Username or Employee #", "Password or Pin", and "Unit ID". Below these fields is a blue "Login" button. At the bottom of the portal, there are two links: "Forgot Password?" and "Register Now". A small question mark icon is in the top right corner of the portal screenshot.

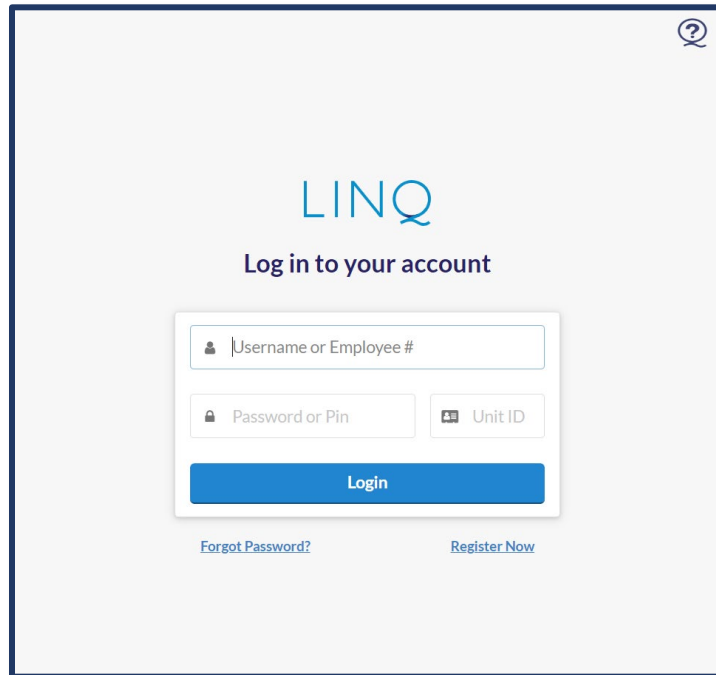
Employee LINQ

This document provides step-by-step instructions on how to register with the *Employee LINQ* system.

LCS is still in transition to the new Finance and HR portal. Therefore, the **ONLY** fields that are accurate are **Profile, Leave Balance** and under Reports, the **Check History** and **W2s**. If inquiring about other information, please refer to the related department's web page and follow already established procedures.

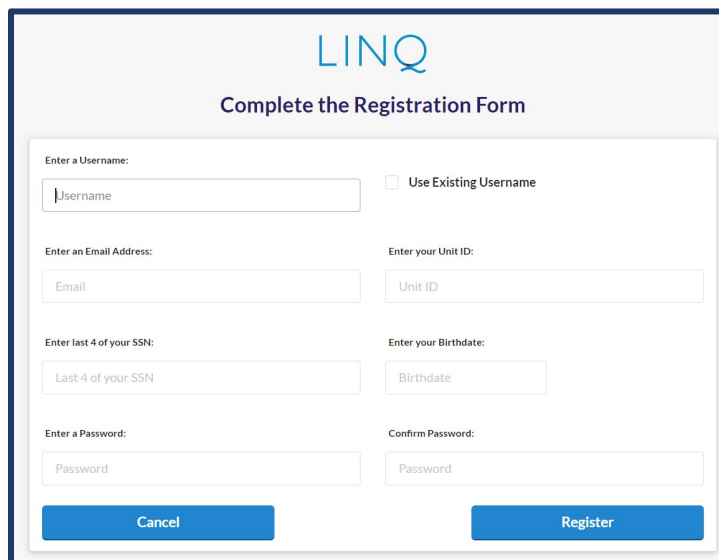
Registration

- To access the Employee LINQ website, go to <http://employeelinq.linq.com/>. The **Login** form will display.




The screenshot shows the LINQ login interface. At the top center is the LINQ logo. Below it, the text "Log in to your account" is displayed. The login form consists of three input fields: "Username or Employee #" (with a person icon), "Password or Pin" (with a lock icon), and "Unit ID" (with a person icon). A blue "Login" button is positioned below these fields. At the bottom of the form, there are two links: "Forgot Password?" and "Register Now". A help icon (question mark) is located in the top right corner of the page.


- If you have not been previously registered, click the **Register Now** link. The **Registration Form** will display.



The screenshot shows the LINQ registration form. At the top center is the LINQ logo. Below it, the text "Complete the Registration Form" is displayed. The form is divided into several sections with input fields and checkboxes. The "Enter a Username:" section has a text input field and a checkbox labeled "Use Existing Username". The "Enter an Email Address:" section has a text input field. The "Enter your Unit ID:" section has a text input field. The "Enter last 4 of your SSN:" section has a text input field. The "Enter your Birthdate:" section has a text input field. The "Enter a Password:" section has a text input field. The "Confirm Password:" section has a text input field. At the bottom of the form, there are two buttons: "Cancel" and "Register".

- Enter a username in the **Enter a User Name** field, or check the **Use Existing User Name** checkbox if you already have user access to *LINQ* financial software. **NOTE:** Hover over the **Use Existing User Name** checkbox for a tooltip with information on when to check it.
- Enter your **SCHOOL** email address in the **Enter an Email Address** field.
- Enter your Unit ID in the **Enter your Unit ID** field. **Unit ID: 291**
- Enter the last four digits of your social security number in the **Enter last 4 of your SSN** field.
- Enter your birthday in the **Enter your Birthdate** field.
- Enter a password in the **Enter a Password** field.
- Re-enter the password in the **Confirm Password** field to verify password.
- Click the  button. You will be brought back to the login page.

Log In

- Enter your username in the **Username** field.
- Enter your password in the **Password** field.
- Enter the Unit ID in the **Unit ID** field. **Unit ID: 291**
- Click the  button.

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