



(U) At Your Service: Employee HR Direct Access Tool

FROM: [REDACTED]
Human Resource Service Center for SID (MD6)
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(U) How to easily access your Human Resources-related info

(U//FOUO) Is your computer software up-to-date to use the online employee self-service tool? The online self service portal provides you with services such as retirement estimates, TSP election, and changes to personal information along with many additional features. FEHB (Federal Employees Health Benefits) open season is just around the corner and you can beat the rush by ensuring your software is up-to-date.

(U//FOUO) To log on to the portal, type "go concerto" or click on the following link: [Employee Services Portal](#). Follow by typing in your user name and password and then click on "My HR Direct Access" (on the left-hand column). If you cannot access the portal, this means your software is not up-to-date.

(U//FOUO) **NT users** - You must use either Internet Explorer 5.5 (IE) or Netscape 7.0 as your intranet browser to access this tool. It will not work with Netscape 4.x.

(U//FOUO) **UNIX/SUN users** - You must use either Mozilla or Internet Explorer 5.5 (IE) as your intranet browser to access this tool. If you do not have Mozilla, please submit a ticket to ITSC to have Mozilla added to your applications. To access Internet Explorer, you must have a WTS account or similar windows emulator.

(U//FOUO) Should you need to update your software, please contact the ITSC help desk at [REDACTED] or submit a remedy ticket at "go ITSC".

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