**Logging in to MyGCHR for the first time**

1. **Access MyGCHR**

The MyGCHR link <add link> can also be found on the ATSSC’s intranet home page <add link to home page> as well as in the [MyGCHR at the ATSSC](https://gcxgce.sharepoint.com/teams/10001643/SitePages/Welcome---Bienvenue.aspx?source=https%3A%2F%2Fgcxgce.sharepoint.com%2Fteams%2F10001643%2FSitePages%2FForms%2FByAuthor.aspx%3Fviewid%3D267ddcba%252Da588%252D4d7e%252Da708%252D9d6a0ba42936) GCExchange community pages.

1. **Select a certificate**

The following window will appear. You will be prompted to select an Entrust Certificate (myKEY). If you have more than one Entrust Certificate, you must select your personal certificate.



1. **Provide your Entrust password**

The following window will appear. You will be prompted to enter your Entrust password.



1. **Complete the self-authentication by entering four (4) required fields**

The following window will appear. Enter your PRI, Date of Birth, Last Name and Email Address to link your myKEY to your MyGCHR account. Note: You will only be asked to do this once.



1. **Click “Submit”**

Upon successfully providing your information, you will be successfully validated and allowed in MyGCHR.



1. **Complete the Employment Equity Self-ID form (only Part A is mandatory)**

MyGCHR has a pre-set default (for all departments and agencies) that requires the Employment Equity Self-Id Form to be completed before any other module functionality can be accessed.

We apologize in advance for the duplication given the newest version of the Form is to be completed via the [TBS Applications Portal](https://portal-portail.tbs-sct.gc.ca/home-eng.aspx).

*(Main Menu > Self Service > Government of Canada > Employment Equity Self-Id Form)*



1. **Review your personal information and add your emergency contact information**

*(Main Menu > Self Service > Personal Information > Personal Information Summary)*

*(Main Menu > Self Service > Personal Information > Emergency Contacts)*



**References:**

**General**

* [MyGCHR at the ATSSC](https://wiki.gccollab.ca/MyGCHR_at_the_ATSSC) GCwiki page
* [Introduction to UPK - MyGCHR's built-in help module](https://gcintranet.tpsgc-pwgsc.gc.ca/rhgc-gchr/aide-help-eng.html) (video)

**Employee**

* [Introduction to MyGCHR Self-service](https://gcintranet.tpsgc-pwgsc.gc.ca/rhgc-gchr/intro-eng.html) (video)
* [View Your Personal Information Summary](https://dev-mygchr-mesrhgc.test.securise-secure.gc.ca/UPK/UPK/ENG/index.html?Guid=fa372800-47d4-402a-b435-c7f7fd5dd2a5)
* [Update Emergency Contacts](https://dev-mygchr-mesrhgc.test.securise-secure.gc.ca/UPK/UPK/ENG/index.html?Guid=e6972b38-20fa-4b12-add9-fe5d8329cc56)
* [Update Phone Numbers](https://dev-mygchr-mesrhgc.test.securise-secure.gc.ca/UPK/UPK/ENG/index.html?Guid=02ad11a4-8d6a-439b-9622-ab65ea54e871)

**Manager**

* [Navigate the Manager Dashboard](https://dev-mygchr-mesrhgc.test.securise-secure.gc.ca/UPK/UPK/ENG/index.html?Guid=f6e90291-4568-4832-a355-9cd27d3046e1)
* [Managing Work Schedules](https://gcintranet.tpsgc-pwgsc.gc.ca/rhgc-gchr/hrrs-schdls-eng.html) (video)
* [View, Update or Correct an Employee's Work Schedule](https://dev-mygchr-mesrhgc.test.securise-secure.gc.ca/UPK/UPK/ENG/index.html?Guid=54a08a49-ea46-4c83-b77c-e2e20dc1f318)

Please contact the MyGCHR Service Desk should you run into any difficulties or if you have questions.