DESKTOP – SIGN IN/OUT AND CHANGE PASSWORD

my cloud

Objective	To learn how to sign in and out of Workforce Ready to view and edit personal records.

Workforce Ready

Logging In – Computer

1. Access login page for the application at www.oxfordcounty.ca/myCloud. Choose myCloud HR.

2. Enter your **Username (employee ID #).**

3. Enter your temporary **password.**

4. Click **Login.**

5. You will be prompted to change your password Enter your **temporary password** in the **Old Password** box.

6. Create a **New Password (15-character length).**

7. Confirm **New Password.**

8. Click **Change Password** when complete.

Log in   9:50 AM [EDT]

Username*

Password*

Login

Change Password

Old Password*

New Password*

Confirm New Password*

Change Password

Back to Account Login

Your password must contain at least 15 characters and one of each of the following character types:

- **Upper Case Letter**
- **Lower Case Letter**
- **Number**
- **Symbol**

Logging in with virtual code

While logging in, you may be prompted to enter a six-digit code after entering your username and password.
Follow these steps to generate and enter the code:

1. Select the option that matches the Method you want the code to be sent by (Text, Voice, Email).

2. Click Send (method).

3. Verify that the code was sent successfully.

4. Retrieve the code via your chosen method, then enter it in the **Code** field.

5. Check the **Remember Verification Code** check box if you want the application to remember the code for 7 days.

6. Click **Continue.**

Important Information
The code is only active for 15 minutes.

← Two-Factor Authentication Verification

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

3 → Methods:

○ Text Message

○ Voice

1 → ⦿ Email

2 → Email will be sent to: a*****s@oxfordcounty.ca

Send Email

Enter Code*

4 → [🔑   ]

5 → ☐ By checking this box, do not prompt me for a code within the next 7 days on this browser.

6 → **Continue**

Logging Out

1 → 🔔 **12** JT

1. Click **your initials** [JT] icon to open the menu *(top right corner of the screen).*

2. Select **Sign Out.**

JT   **Jane Test**

Employee ID:
Hired Date:

Profile

New Window

2 → Sign Out

DESKTOP – SIGN IN/OUT AND CHANGE PASSWORD

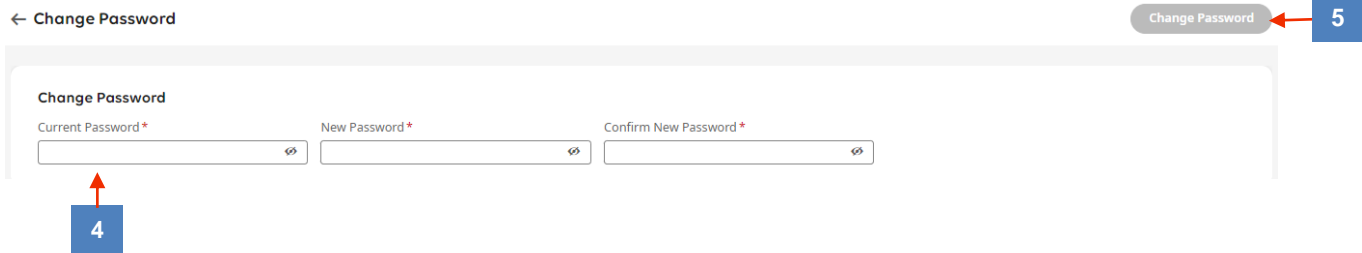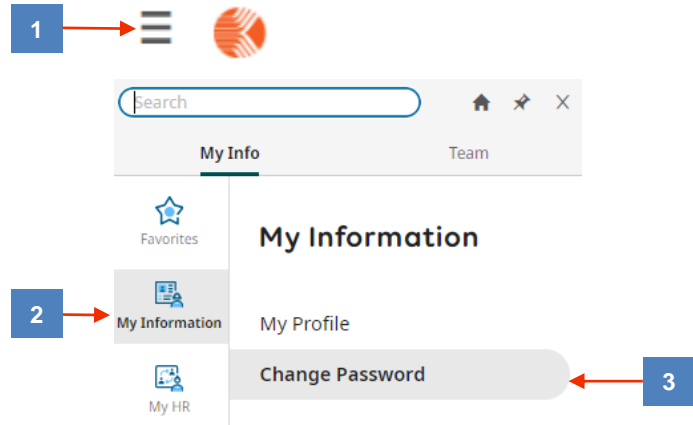**my cloud**

Changing Password

1. Click the **Show Menu** ☰ icon to open the Navigation menu *(top left corner of screen).*

2. Click **My Information** tab under the **My Info** section.

3. Select **Change Password.**

4. Enter Current Password, New Password and Confirm New Password.

5. Click **Change Password.**

1

Search 🏠 📌 ✕

My Info   Team

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2 → 🖼️ My Information

🖼️ My HR

My Information

My Profile

Change Password   ← **3**

← Change Password   Change Password ← **5**

Change Password

Current Password *   New Password *   Confirm New Password *
[_____ 👁️]   [_____ 👁️]   [_____ 👁️]

↑
4

> **Your password must contain at least 15 characters and one of each of the following character types:**
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> - **Lower Case Letter**
> - **Number**
> - **Symbol**