

This guide outlines the steps for logging into your employee profile from a Mobile device.

MyHR can be accessed with a Mobile device app (for both Apple and Android)

Company ID

vsecorp



User Name

kim.gardner

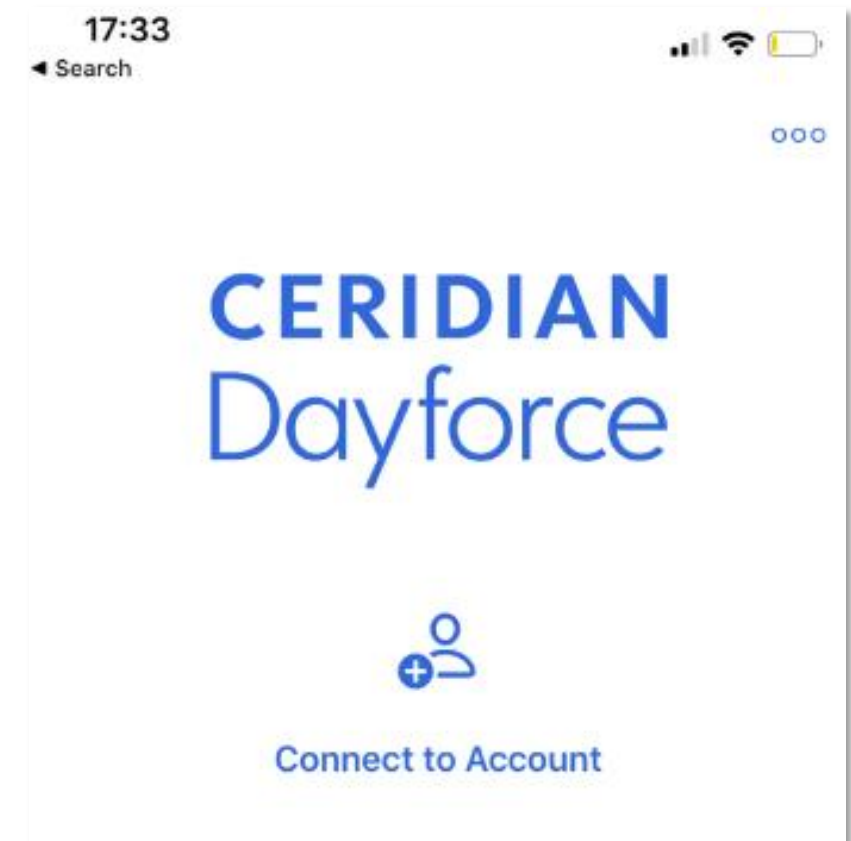
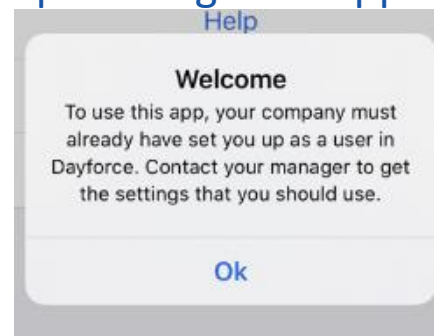


1. Download the App

1. Download “Ceridian Dayforce” HCM app
2. Tap Connect to Account, and OK

2. Welcome Message

- After downloading the App this popup message will appear
- Tap OK Connect to Your Account



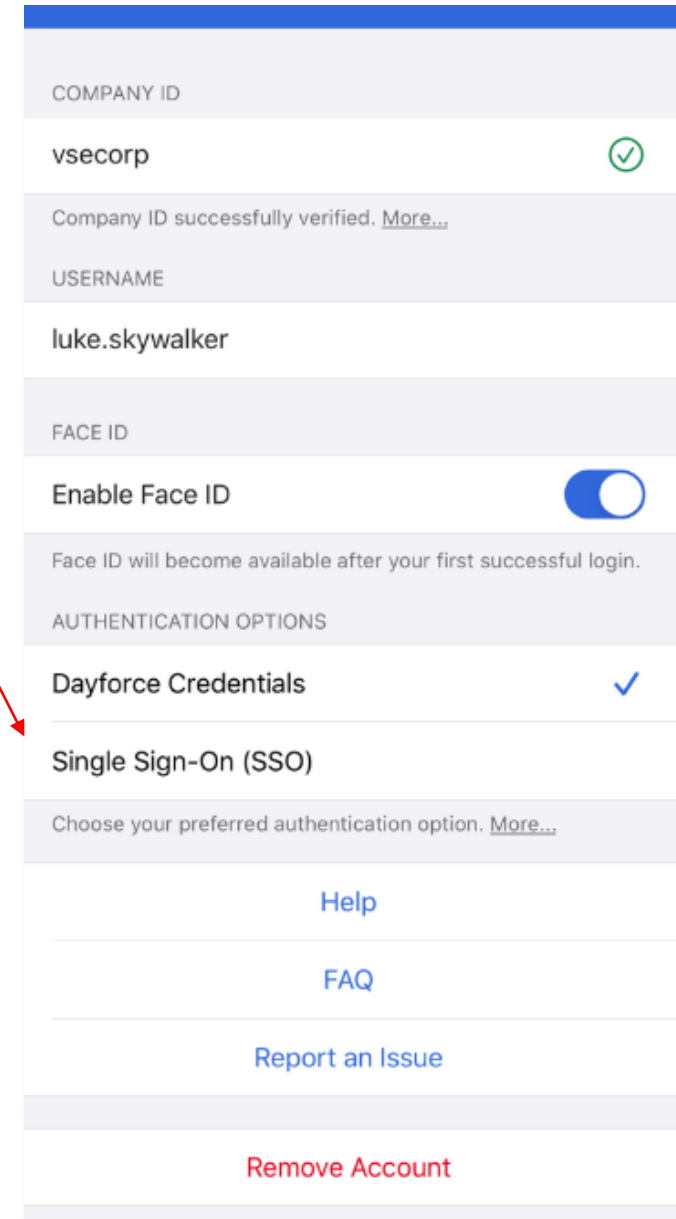
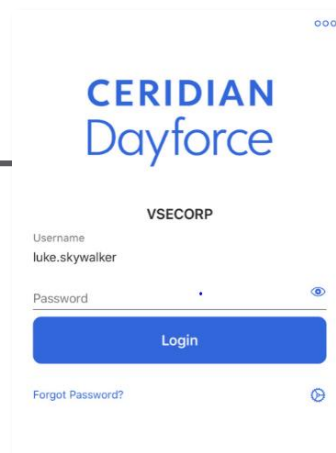
3. Initial Settings

- Enter our Company ID “VSECORP” and tap Verify Company ID
- Enter your user name: FirstName.LastName
- Enable or disable face ID
- Authentication Options: SSO users can choose to enable the SSO Mobile app setting OR simply log in using your personal URL user name and password.
- Tap Save.

4. Log In

1. Your account will now automatically appear, when you open the app.
2. Enter your URL password
3. Tap Login

*Note: Your Password for mobile is the same as your direct access URL.

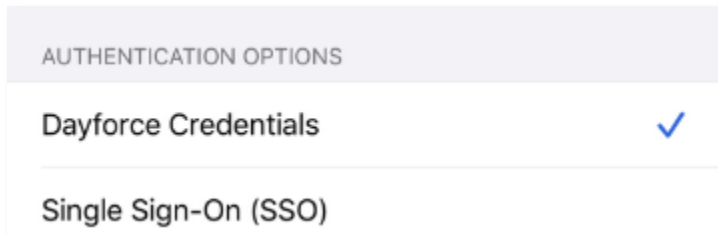


Partial functionality includes options to quickly

- View Profile Details
- Access Message Center
- View Your Earning Statements
- View Your Benefits

Wheeler & Aviation Specific

- View Time Away List & Timesheets



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