



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Employee Self-Service Quick Reference Guide How Do I Access Self-Service

Log In to Self-Service from Work (at AVH)

- Sign into an AVH computer.
- Click on the Internet Explorer logo. If the AVH Portal does not appear, enter <http://portal> in the URL address field.
- Click on the **Self-Service** logo.



- The **Self-Service Sign-on** page appears (see the next page for a picture of the Sign-on page).
- Enter your **Self-Service** user ID and password (refer to the *Getting Started in Employee Self-Service Guide* if this is the first time that you are signing in to **Self-Service**):

User ID: Enter your employee number, preceded by a '0' into the **User ID** field. **Your employee number is the same number that you use to clock into Teletime, with a zero (0) at the beginning. Example:** If you enter '99999' in Teletime, your Self-Service User ID is '099999'.

Password: Enter your password.

Click on the **Sign In** button .



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ORACLE
PEOPLESOFT ENTERPRISE

User ID:

Password:

[Sign in](#)

[Forgot Password?](#)

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	



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Log In to Self-Service from Home or Remotely (not at AVH)

- Open an Internet session.
- Go avhospital.org.
- Click on the “For Employees” page.
- Click on the [Self-Service](#) logo.



- The [Self-Service Sign-on](#) page appears (see the next page for a picture of the Sign-on page).
- Enter your [Self-Service](#) user ID and password (refer to the *Getting Started in Employee Self-Service Guide* if this is the first time that you are signing in to [Self-Service](#)):

User ID: Enter your employee number, preceded by a ‘0’ into the **User ID** field. **Your employee number is the same number that you use to clock into Teletime, with a zero (0) at the beginning. Example:** If you enter ‘99999’ in Teletime, your Self-Service User ID is ‘099999’.

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ไทย	简体中文
繁體中文	العربية
UK English	



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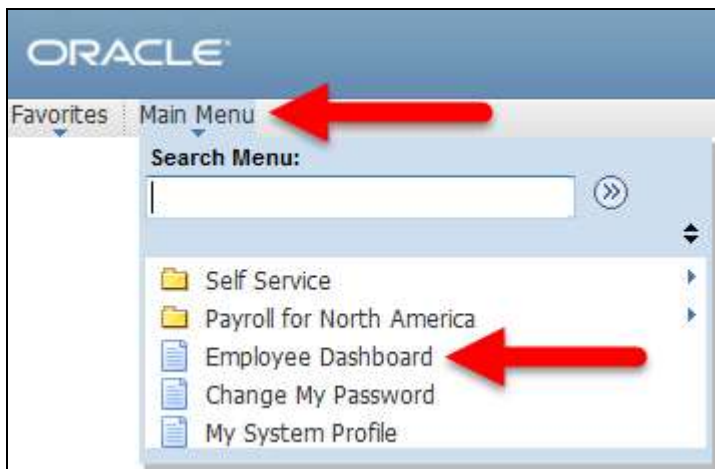
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The Employee Self-Service “Employee Dashboard”

The **Employee Dashboard** is your home page in Employee Self-Service. You will use this home page to perform your self-service transactions.

To go to the **Employee Dashboard** once you are signed in to **Self-Service**, click once on **Main Menu**, and then click once on **Employee Dashboard**.





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The Manager Self-Service “Manager Dashboard”

The **Manager Dashboard** is your home page in Manager Self-Service. You will use this home page to perform your Manager Self-Service transactions.

Manager Self-Service is available for AVH managers, including contract workers who have AVH employees reporting to them. Manager Self-Service access is authorized by the manager’s manager via the **Security Logon Form**. AVH Managers are not automatically granted access to Manager Self-Service.

To go to the **Manager Dashboard** once you are signed in to **Self-Service**, click once on **Main Menu**, and then click once on **Manager Dashboard**.



Remember

**Never share your user ID and password with anyone. Sharing your user ID and password could be grounds for termination of employment.



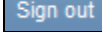

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Sign Out of Self-Service

- Go to the top right corner of **Self-Service** and click on **Sign Out** 
 - **Important:** To prevent others from viewing confidential information when using a shared or a public computer, **close your internet browser window AFTER** you sign out of **Self-Service**. To close your internet browser window, click .

Who Do I Contact With Self-Service Questions?

Please provide detailed information when you contact one of the following email addresses with Self-Service questions. Also provide a primary and secondary means of contacting you.

- Contact payroll@avhospital.org with Payroll Self-Service questions.
- Contact hrselfservice@avhospital.org with HR Self-Service questions.
- Contact the IT Help Desk with computer-related questions for AVH-owned equipment and Self-Service User ID and password questions.