

# Logging in to the SAP Portal

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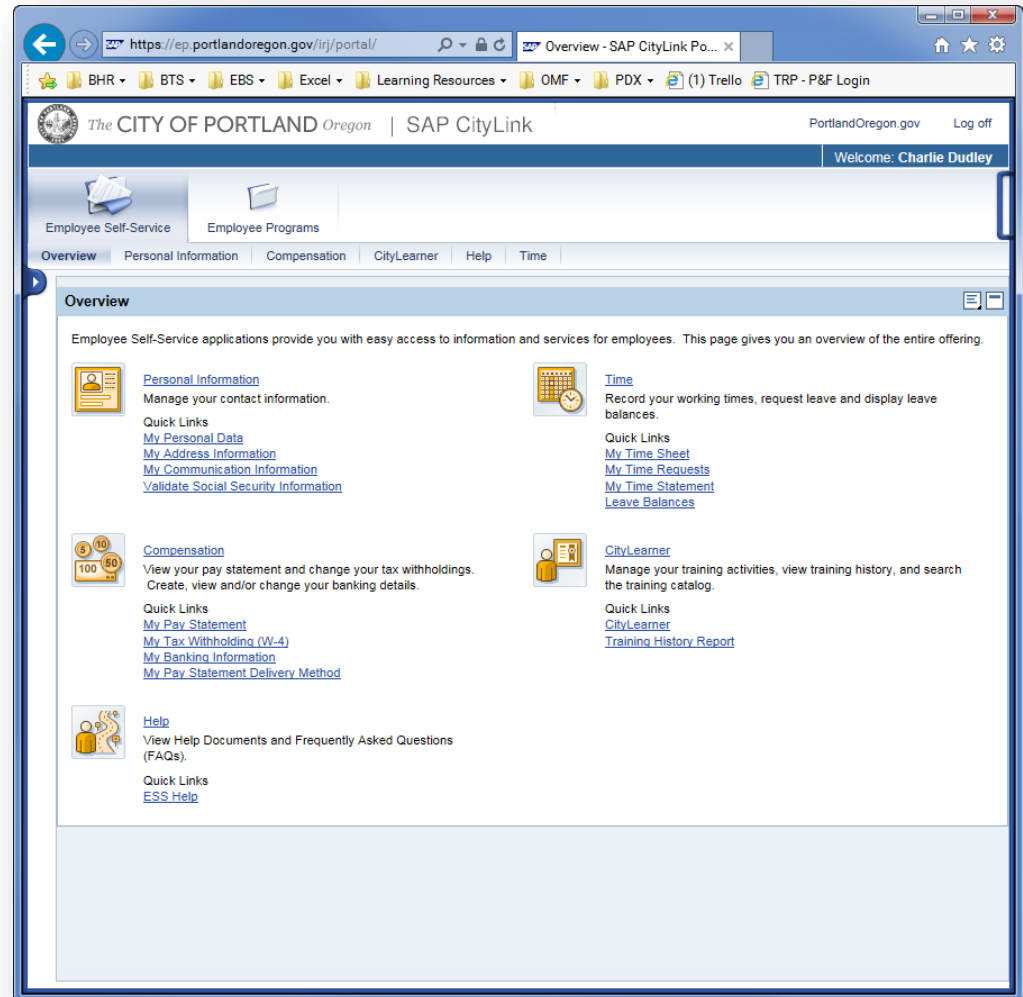
## Logging In to the SAP Portal (aka CityLink)

### Overview

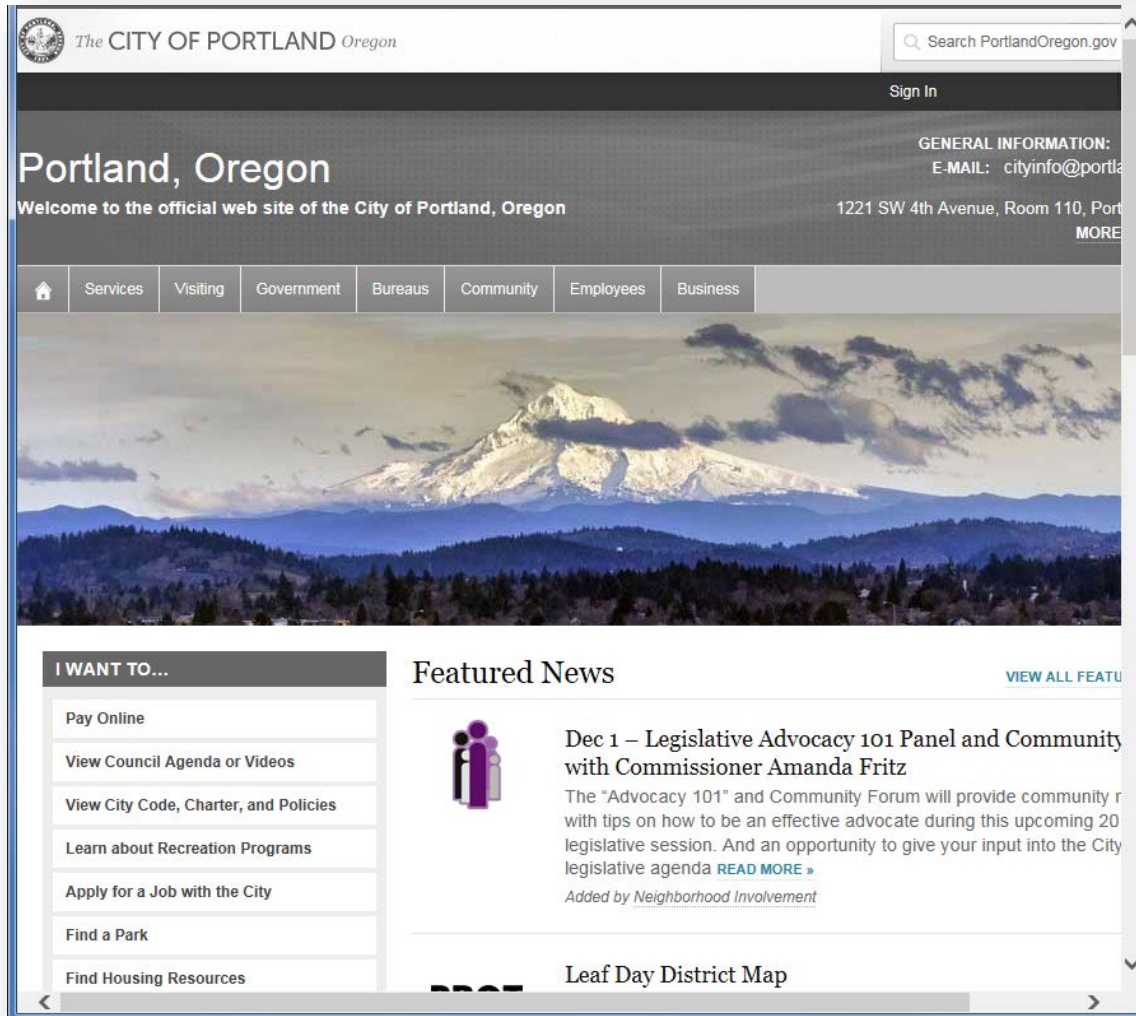
The SAP Portal at the City of Portland is called CityLink. It is a web portal which connects to SAP and permits City employees to access Employee Self-Services (e.g. time sheets), Manager Self-Services, and their personal information through the web. It is the one area where nearly all employee will interact with SAP even if they do not use the SAP Desktop GUI in their day-to-day jobs. Some employees do not have access to the Portal (notably, Parks Casual employees), but most of us do.

In our current version of the CityLink Portal the following services are provided:

- **Personal Information**
  - Ability to edit your home address, communication, etc.
- **Compensation**
  - Pay statements, tax withholdings, etc.
- **Time**
  - Time Sheets, Time Off Requests, Leave Balances, etc.
- **CityLearner**
  - Catalog of classes offered by the City, Training History, etc.
- **Employee Programs**
  - Deferred Compensation Program, Transit Passes, etc.
- **The Processes & Forms HR System**
  - Only applicable to HR staff with access to this functionality.



## Logging In to the SAP Portal (aka CityLink)



Before logging in it is important to note that you must use Internet Explorer to login to CityLink. Other browsers are not currently supported but will be in the future.

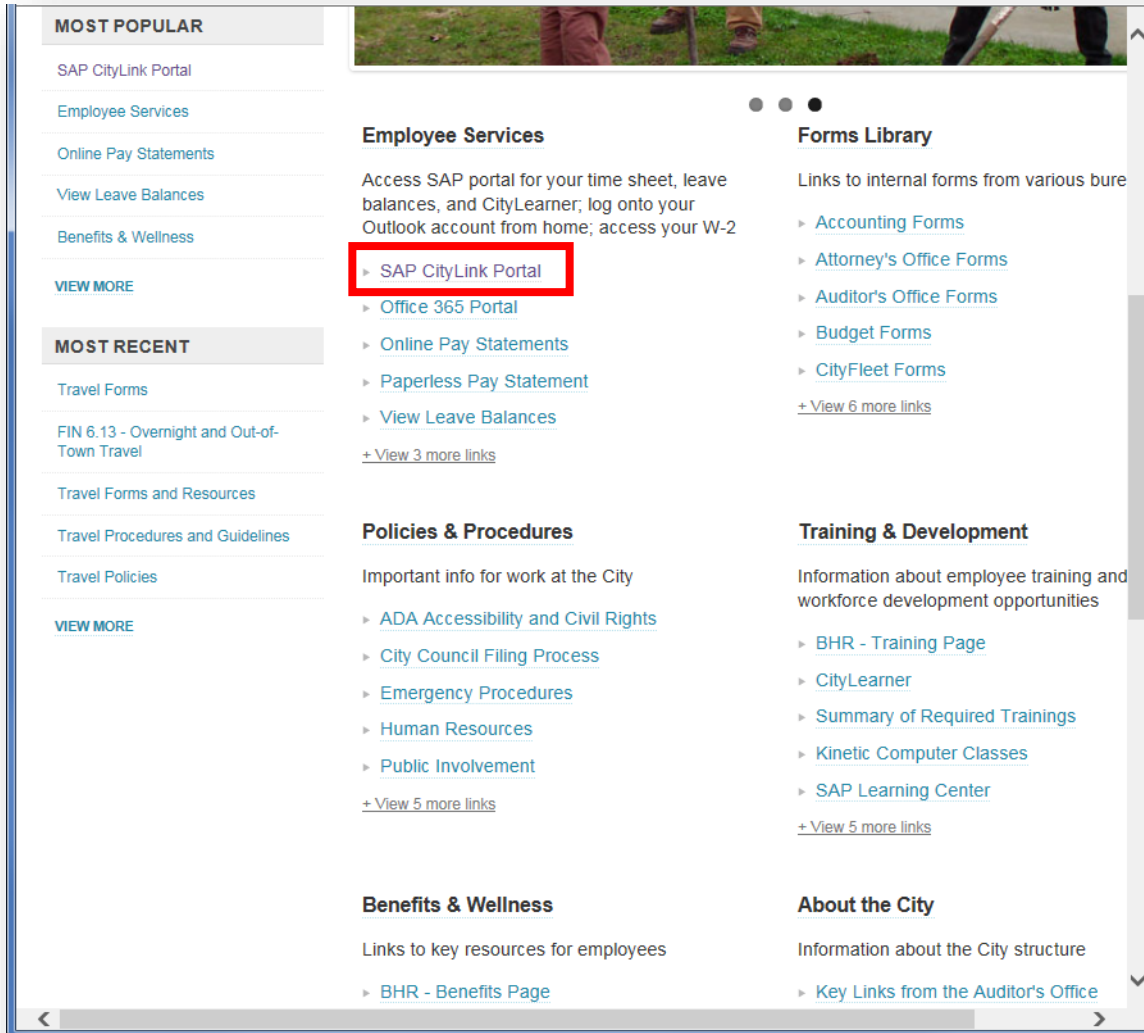


01

From the City of Portland homepage ([www.portlandoregon.gov](http://www.portlandoregon.gov)) click on the **Employees** button.

Alternate Method:  
Enter [www.portlandoregon.gov/ep](http://www.portlandoregon.gov/ep) in I.E.'s address field. If you use this method, it will skip the next screen in these instructions.

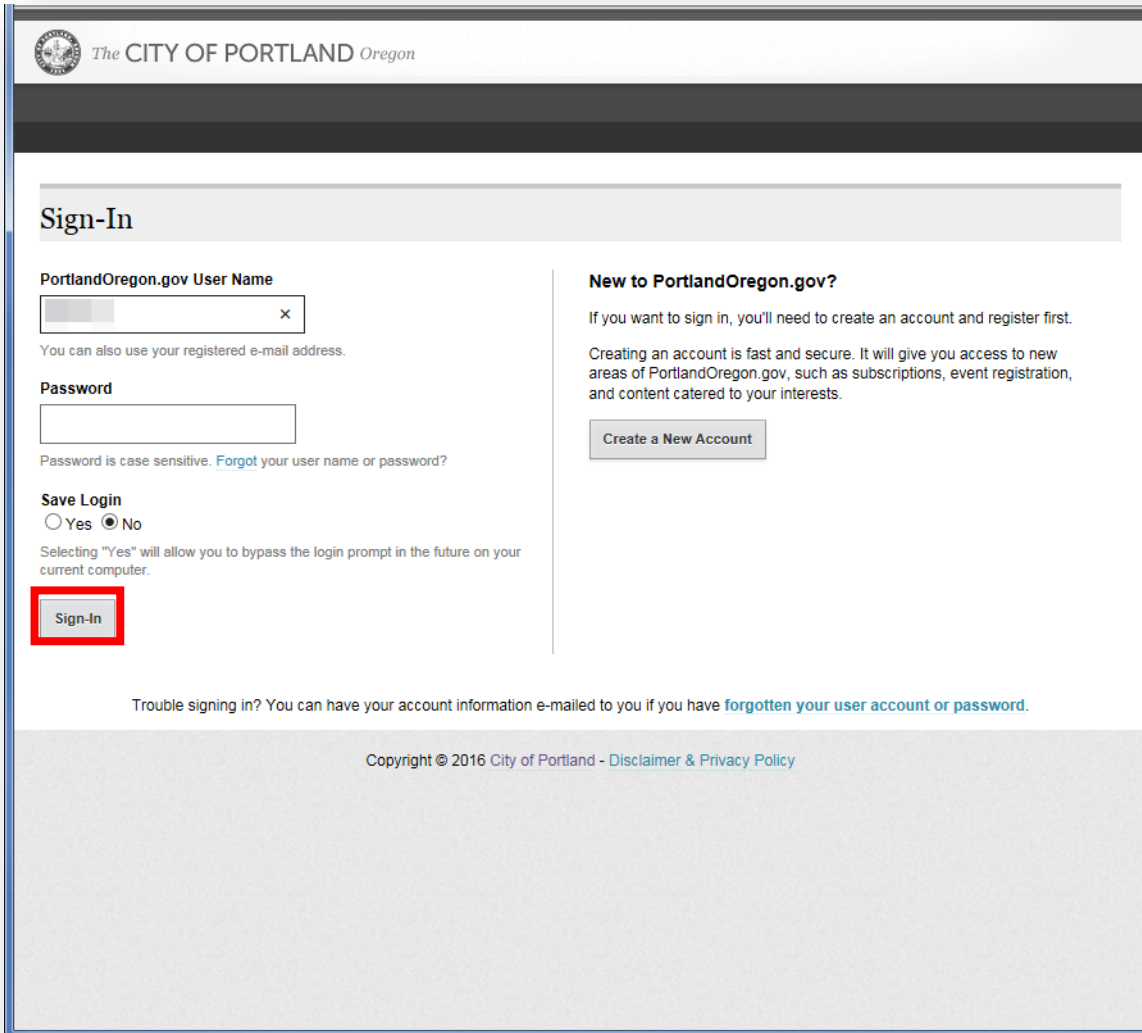
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02

Click on the **SAP CityLink Portal link**.

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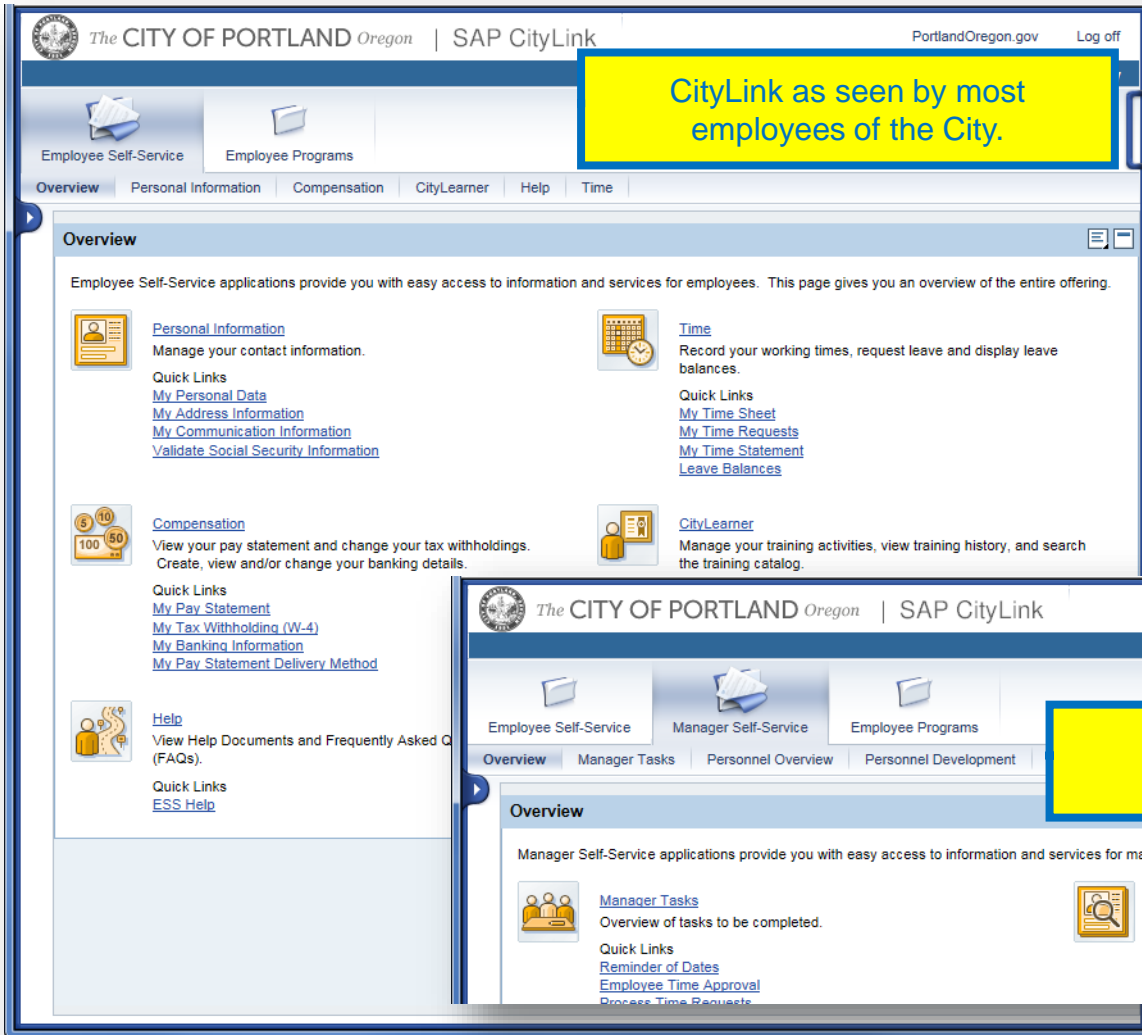
### 03

Sign in to your portlandoregon.gov account.

**Note:** This is NOT the same as your SAP Desktop GUI credentials (if you use the SAP Desktop Application).

For questions or problems, contact the Help Desk at x3-5199.

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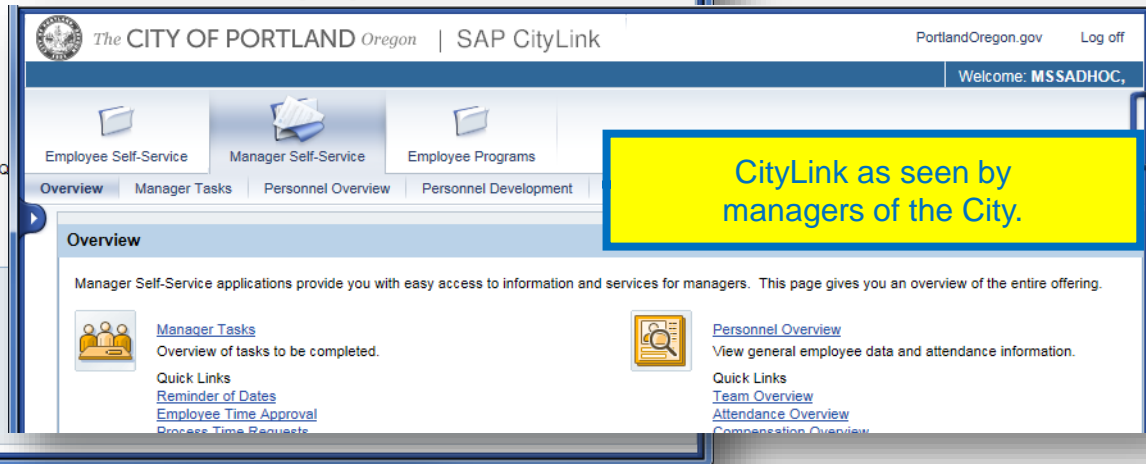


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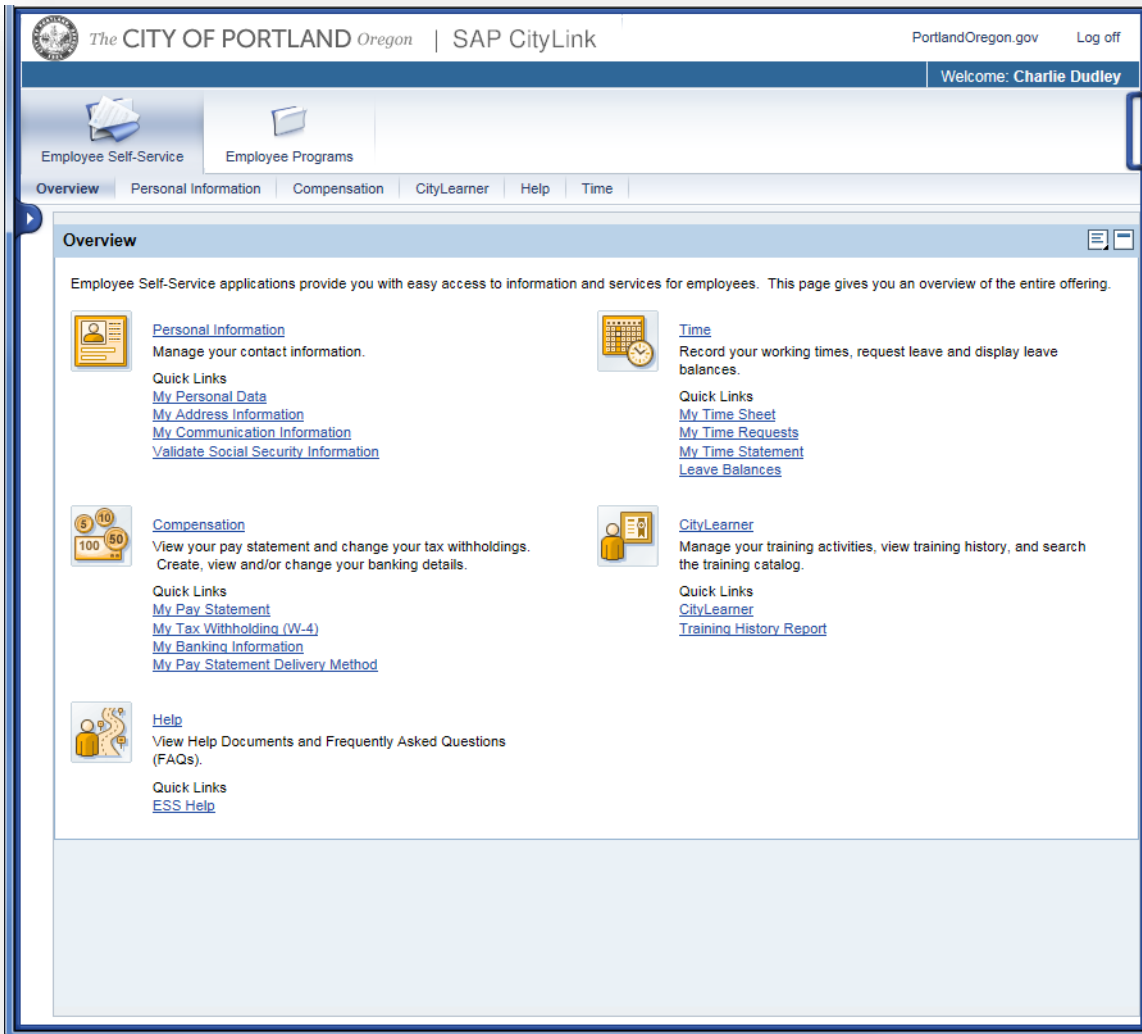
From here you can access all employee services.

If you're a manager you'll have a link to Manager Self-Service.

If you're an HR staff member with a role in the Processes & Forms HR Web Application, there will be a tab here for you as well.



## Navigating the Portal Apps



Each of the links on the Portal page provide you access to each function.

If you understand how to navigate a web page, then this should be fairly self-explanatory.

If you run into problems or have difficulty, contact the Help Desk at x3-5199 or the EBS team.

For detailed information on using the CityLink portals various services, with special attention to the timesheet function, review the **SAP Employee Self-Service Portal Guide** on the EBS website located [ [HERE](#) ]. There are also links on the EBS site to video instructions for various ESS and MSS functions.

In the next section, we'll cover just a couple of the most used functions: Time Sheets and CityLearner.

– END –



# City of Portland

EBS Training & Development

Author: Charlie Dudley, J.D.

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