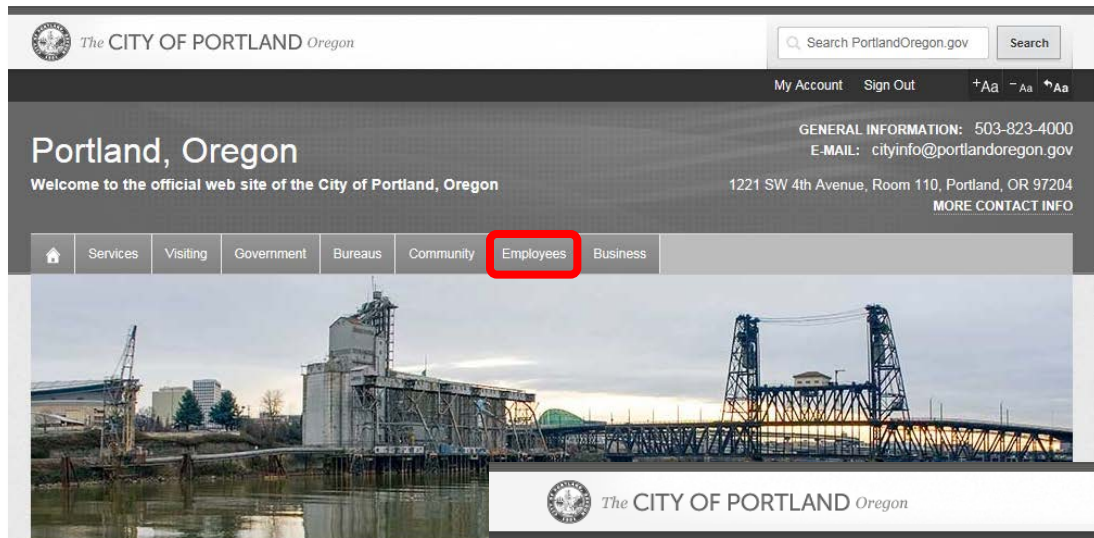


# How to Login to Processes & Forms

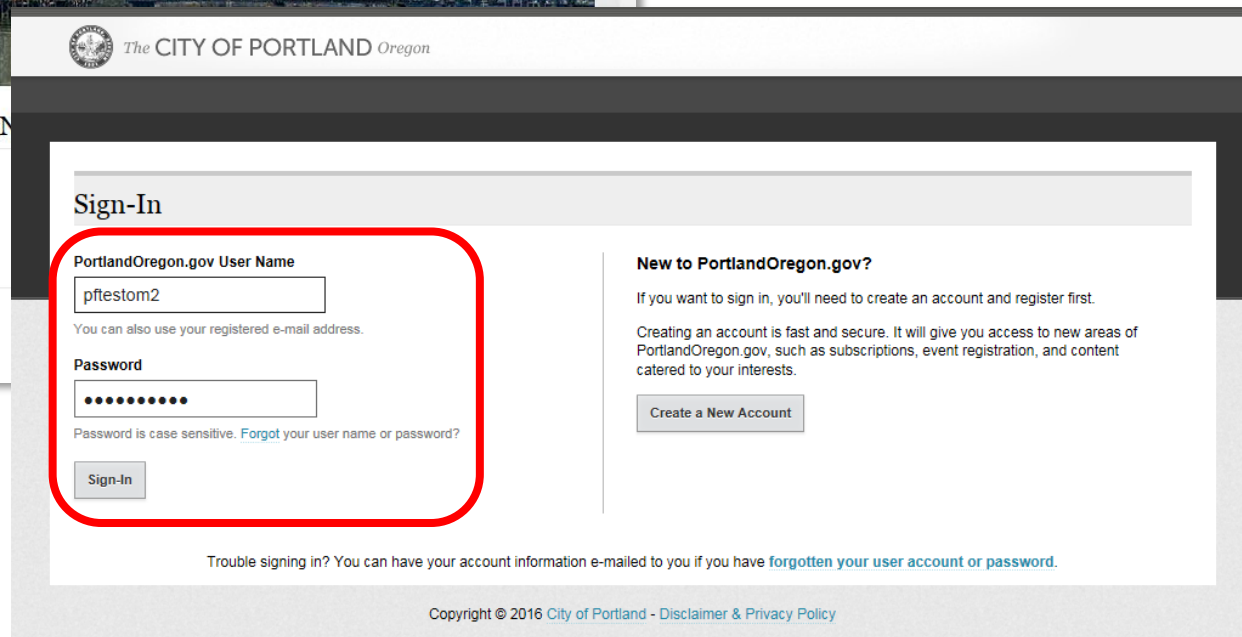
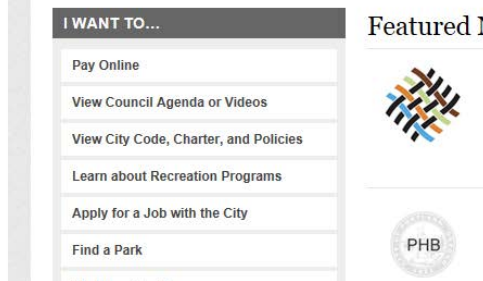
Module: OM, PA, SAP Portal

Process: Logging in to the web forms as an Initiator, Approver, or Business Partner.



## 01 BEGIN

Login to your PortlandOregon.gov account.



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02

Enter the SAP Portal by clicking on "SAP CityLink Portal" on the Employee Portal Web Page.

The screenshot displays the 'Employee Portal' for City of Portland employees. The header includes a navigation bar with links: Home, Employee Services, Forms Library, Policies & Procedures, Training & Development, Benefits & Wellness, About The City, and Contact Us. A left sidebar contains a vertical menu with the same categories. Below the menu is an RSS subscription button. The main content area features a large image of three people working outdoors. Below the image are two columns of links. The 'Employee Services' column lists: 'SAP CityLink Portal' (highlighted with a red box), 'Office 365 Portal', and 'Online Pay Statements'. The 'Forms Library' column lists: 'Accounting Forms', 'Attorney's Office Forms', 'Auditor's Office Forms', and 'Budget Forms'. A 'VIEW MORE' link is located between the two columns.

# How to Login to Processes & Forms

Module: OM, PA, SAP Portal

Process: Logging in to the web forms as an Initiator, Approver, or Business Partner.

The screenshot displays the SAP CityLink portal for 'The CITY OF PORTLAND Oregon'. The user is logged in as 'PFTESTOM1'. The navigation bar includes 'Employee Self-Service', 'OM Initiator' (highlighted with a red box), and 'Employee Programs'. Below the navigation bar, there are tabs for 'Overview', 'Personal Information', 'Time', 'Compensation', 'CityLearner', and 'Help'. The main content area is titled 'Overview' and provides an overview of Employee Self-Service applications. It includes several sections with icons and links:

- Personal Information:** Manage your contact information. Quick Links: [My Personal Data](#), [My Address Information](#), [My Communication Information](#), [Validate Social Security Information](#).
- Time - Read Only:** View your time sheet and leave balances. Quick Links: [My Time Sheet](#), [My Time Statement](#), [Leave Balances](#).
- Compensation:** View your pay statement and change your tax withholdings. Create, view and/or change your banking details. Quick Links: [My Pay Statement](#), [My Tax Withholding \(W-4\)](#), [My Banking Information](#), [My Pay Statement Delivery Method](#).
- CityLearner:** Manage your training activities, view training history, and search the training catalog.
- Help:** View Help Documents and Frequently Asked Questions (FAQs). Quick Links: [ESS Help](#).

03

Once logged into the SAP Portal, go to your role folder for P&F by clicking on it.

In this case, the **OM Initiator** folder.

If you are a Bureau Approver or a Business Partner Approver you will see your folder in the same location as this Initiator example.

# How to Login to Processes & Forms

Module: OM, PA, SAP Portal

Process: Logging in to the web forms as an Initiator, Approver, or Business Partner.

## 04

This is your “Landing Page” for Processes & Forms. From here you choose your actions, continue with draft items (saved), or pick up items sent to you through workflow. Click on the expander arrows to open the **Actions** swim lane.

The screenshot displays the 'HR Professional OM Initiator' interface. It features three main swim lanes: 'Actions', 'Organization', and 'Work in Progress'. Each swim lane has a title bar with an expander arrow icon. The 'Actions' swim lane includes sections for 'Favorites' and 'Recently used', with a red box highlighting the expander arrow. The 'Organization' swim lane includes a 'Favorites' section. The 'Work in Progress' swim lane lists several items, including 'Bureau of Technology Services - Rehire an Employee - 00226578 - Fairchild J - Fifth Step', '- Hire an Employee - Fifth Step', and 'Draft: Bureau of Technology Services: Create Position - Casual/Double Fill - First Step'. A yellow callout box on the right explains that items saved as drafts are also found in the 'Work in Progress' swim lane and can be expanded for more detail. A black arrow icon is visible at the bottom right of the interface.

Items Saved as drafts are also found in the “Work in Progress” swim lane. Just click on the item you want to open or the Double Arrow to expand the Swim Lane to see the items full screen and with more detail.

Each white box displayed here is called a “Swim Lane” and can be moved easily by dragging and dropping into the position you prefer.