

## WHAT IS THE PEOPLE PORTAL?

The People Portal brings all information about our people processes into one place, that is accessible by all Woolworths Team Members, on different devices, through any internet connection.



Get information about something related to People processes



Easily complete an action relating to a People process



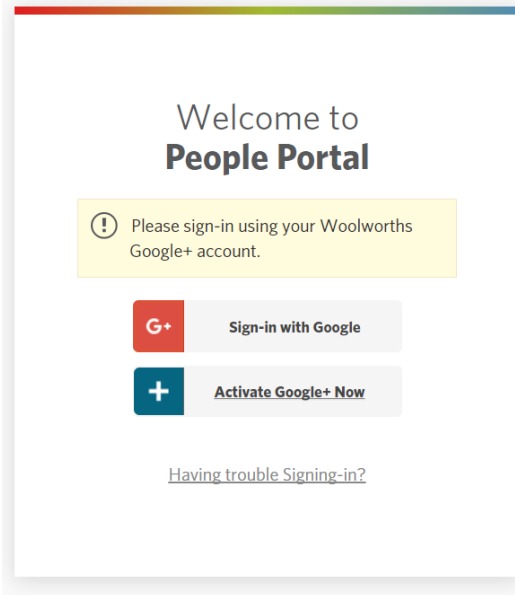
Find out how to get help in relation to a People process

## SIGNING IN TO PEOPLE PORTAL

As the portal contains information that should only be available to Woolworths Team Members (not the general public), there is a minimum level of security access required.

Every Woolworths Team Member is issued with a Google account, which is used as the method for providing access to the portal.

We create **better** experiences **together**.



QUICK REFERENCE CARD

**If you are prompted to sign-in with Google, make sure you are logging in with your Woolworths-issued account.**

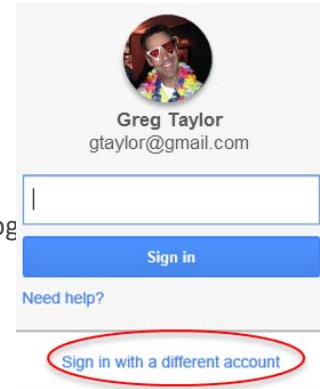
If not, choose the **Sign in with a different account** option, or consult the instruction on how activate your Woolworths Google+ account.

If you have more than one Google+ or Gmail account, the portal will ask you to log with your Woolworths account.



Follow the instructions to open a new browser tab to log out of your alternate account and sign-in with your Woolworths account.

When you sign in with your Google+ account, or if you are already signed in to Google+ through your browser, a little “pop-up” at the base of the screen will show that the system recognises you.



When you are inside the portal, you will see your name in the top left of the screen. Just below your name you will also find the **Welcome Kate Austin** feature to Sign Out if you are using a shared device or computer.

## NEED TO ACTIVATE GOOGLE+?

If you are working in a store or distribution centre and you haven't activated your Woolworths Google+ account, you will need to click on the link on the sign-in page and go through the instructions to set up your profile.

You will need your Payroll Number and your postcode as it appears on your payslip to verify your identity.

If you are a Store Manager or working above-store, your Google+ access comes with your full individual Gmail account.

## NEED HELP WITH GOOGLE+?

If you have forgotten your password or you need further help with Google+ you can use the prompts at the “Need help?” link on the Google sign-in page. You can also get further assistance via the “Click here to Get Help” link on the sign-in page for People Portal.



## USE NAVIGATION

The Navigation Menu provides quick access to a number of common processes within the Team Member Lifecycle.

Each element on the menu will take you to an Information Page which will provide an overview and a list of items within the People Portal library that are relevant to that topic.

**Simply click on the red menu item to expand and collapse the topics.**



## USE SEARCH

The search box is available on every page and will help you find something if you don't know where to start. It will provide results on anything that is in the library.

You can use the refiners on the left-hand side of the screen to filter your search results, based on the type of information you are looking for.

Just click on the term in the list to filter the results, and click on the same term again to de-select it.

Note: You can only have one filter term applied on the results at any one time.

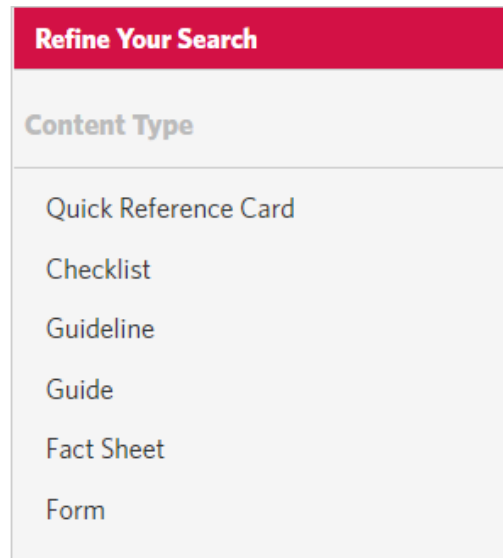


## USE ACTIONS YOU CAN TAKE

Where-ever you see this, you will be able to click on the item to take you to the place where you can perform the action.

If the action is done in SuccessFactors (SF) and you are **already logged in** there, the action will take you directly to the place where you can perform the task.

**Note:** Some manager actions in SuccessFactors will only take you as far as the Welcome screen as you need to **choose the Team Member from the "Manage My Team" or "My Pay To Do" tile** before selecting the action in SuccessFactors.



## USE RELEVANT HOW DO I...

Our "How Do I..." are similar to Frequently Asked Questions and you further advice about common questions about how to do something.

**Simply click on the red menu item to expand and collapse the topics.**

## USE THE "GET HELP" ICON

If you click on the "Get Help" icon next to the Search box, you'll get instructions about who to call if you need assistance in general.

For some of the specific processes, you might find relevant contact details for the Process Owner(s) on the Information Page for that process.

## USE RELATED CONTENT

Most pages will include links to other items that are relevant to, or referenced in, the one you are looking at. Simply click on the name of the item to go straight to that item.

