Welcome to

myHR

A user guide for Veterans

We're pleased to announce that, as a Sainsbury's veteran, from next week you'll have access to myHR.

myHR is a self-service platform that will allow you to update your personal details including your home address and your communication preferences.

together
we are
Sainsbury's

First step: Setting your password

Before you can use myHR for the first time, you'll need to create a password for yourself. You'll receive an email soon from **myHR Notification** with subject 'FYI: Account Notification' asking you to set a password.

- Click the link within the email. You'll be taken to a screen where you'll be asked to enter and confirm a password of your choice.

- The password must be at least 8 characters long including a number, uppercase and lowercase letters, and a special character for example ! or #.

- This password is really important as it protects your information so please make it secure and something you can remember - we don't recommend that you write it down or share it with someone else. The web address below includes some really useful guidance on passwords:

  https://www.getsafeonline.org/protecting-yourself/passwords/

Signing into myHR

You can now access myHR via your internet browser (examples pictured to the right). The link for myHR can be found on the Sainsbury's Veterans website.
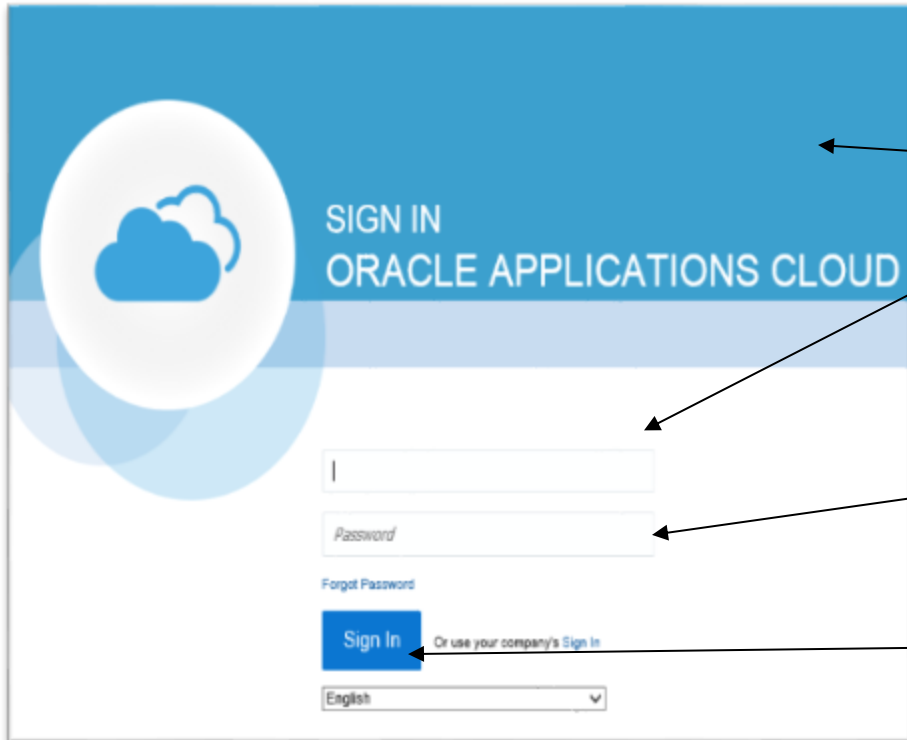
Safari

Internet Explorer

Google Chrome

Firefox

SIGN IN
ORACLE APPLICATIONS CLOUD

Password

Forgot Password

Sign In   Or use your company's Sign In

English

Signing in:

1) You'll be directed to the page shown to the left.

2) Simply enter your e-mail address in the first box. This will be the e-mail address which you provided when you registered.

3) You'll then need to enter your password in the box marked 'Password'

4) Finally, click on the large blue 'Sign In' button

Updating your personal details
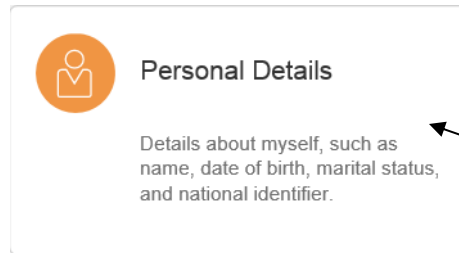
Within myHR you can update your personal details:

1) Click on the 'Personal Details' button on the Homepage to access and edit your details

2) Then use the pencil icon to make any changes
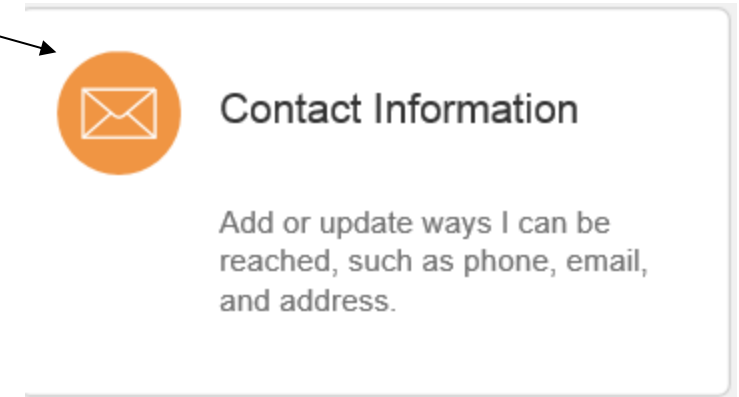
3) Once you have completed all of your changes, click on the Submit button. Please note that all fields marked with * must be completed before saving your changes.

Updating your contact details

You can also update your contact details:

1) Click on the 'Contact Information' button on the Homepage to access and edit your details

2) Once you have completed all of your changes, click on the **Submit** button. Please note that all fields marked with * must be completed before saving your changes.
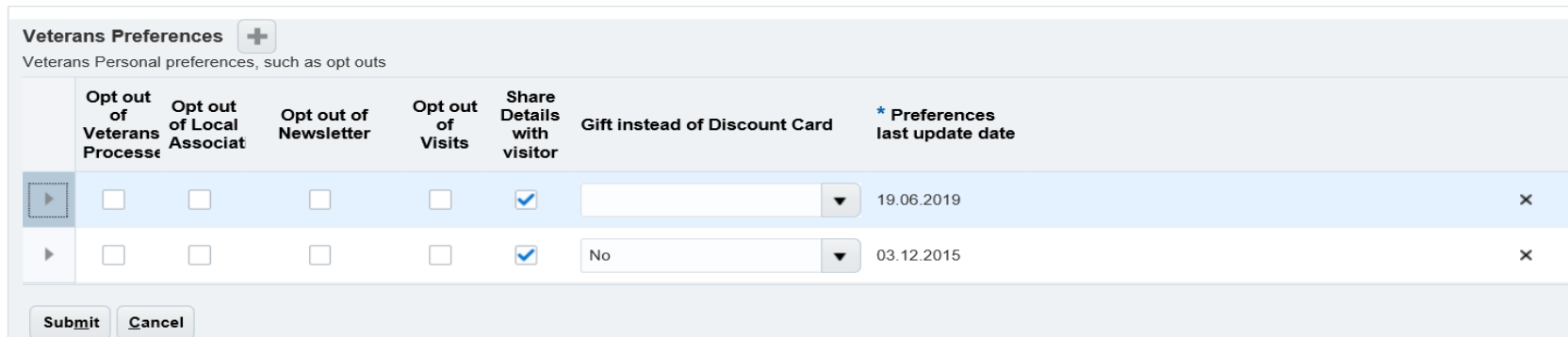
If you'd like to update your email address you will need to email veteran.support@sainsburys.co.uk

Contact Information

Add or update ways I can be reached, such as phone, email, and address.

Updating your communication preferences

You can also tell us what updates you'd like to receive, or what events you'd like to be involved with.

1) Click on the ➕ symbol next to 'Veterans Preferences'
2) Tick the correct box to tell us if you'd like to opt out of any of our services or if you'd like us to share your details with a Veteran visitor
3) You can also choose whether you'd like to be issued with a Veteran discount card or, if you'd prefer not to have a discount card, we'll send you a gift card once a year instead. You are only able to change this preference twice. After that, you must stay with your final choice.
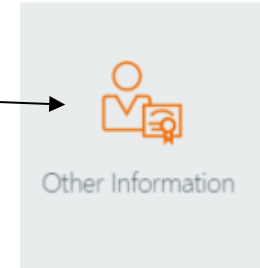4) Save your changes by clicking **Submit**

Veterans Visitors

If you selected that you'd like us to share your details with a Veterans Visitor (as detailed above), you'll also need to enter your postcode. To do this,
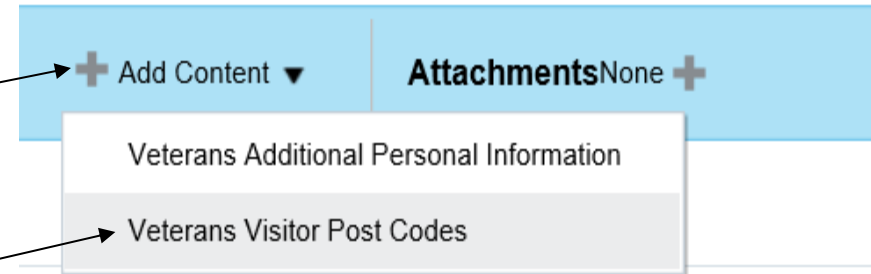
1) Just click on the 'Other Information' icon on the myHR homepage

Other Information

2) Now, click on the 'Edit' button.

Edit

3) Then, click on the 'Add Content' button

Add Content ▼   **Attachments**None ➕

Veterans Additional Personal Information

Veterans Visitor Post Codes

4) Select 'Veterans Visitors Post Codes' from the menu

Veterans Visitor Post Codes ➕
Veterans Visitor Post Codes

* Post Code	* From Date	To Date
	19.06.2019	

5) You can then enter your postcode in the field and click the 'Submit' button.

Submit   Cancel

Updating your interests

To help make sure that we can let you know about activities which you can get involved with, together with other veterans from across the Group, you can tell us what your interests are.
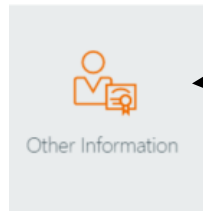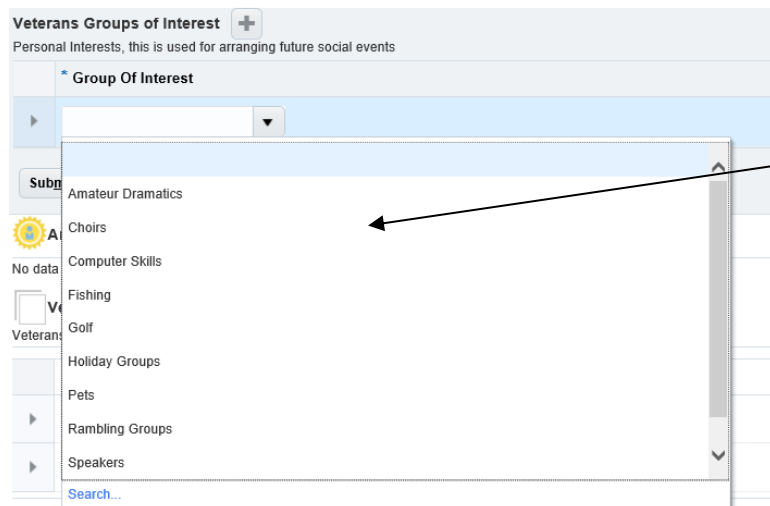
Other Information

1) On the myHR homepage click on the 'Other Information' Icon, it looks like the icon on the left.
2) You'll be directed to the 'Other information' page, now click the + button
3) Add interests by clicking on the Edit button
4) You can then select your areas of interest by clicking on the arrow on the menu to provide a list
5) If your interest isn't in the selection list, search for one by following the steps on the next slide.

Veterans Groups of Interest +
Personal Interests, this is used for arranging future social events
* Group Of Interest

Amateur Dramatics
Choirs
Computer Skills
Fishing
Golf
Holiday Groups
Pets
Rambling Groups
Speakers

Search...

Updating your interests continued

1) If your interest isn't in the selection list you can do an advanced search by clicking on the Search... link.
2) Then in the Meaning box, type a word followed by the **%** sign and click the Search button and the OK
3) Then click Submit
4) If your interest does not appear after completing the advanced search, then we currently have no Group of Interest around that subject.