

# Accessing HR Content on the NIH Portal

July 22, 2004

## NIH Portal

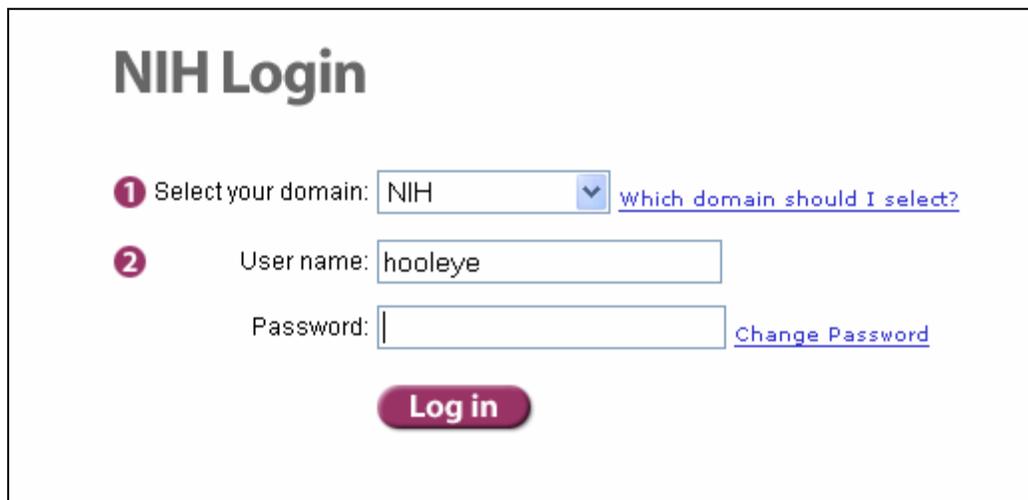
The Office of Human Resources (OHR) is committed to using the NIH Portal as the NIH-Intranet and is moving to provide access to Human Resources (HR) systems and HR content of relevance to NIH employees on the NIH Portal. HR content of interest to the general public or job-seekers will also be available on the NIH Jobs website.

Access to HR systems is provided through “portlets” or “gadgets” that are available on individual user’s **My Page** or through the **HR Community**. Access to human resources documents and information are available in the **Document Directory**, which users can browse to, or find through utilizing the NIH Portal’s search functionality.

This document explains how to navigate the NIH Portal and how to most effectively find the human resources content available on the NIH Portal.

### How to log into the Portal:

1. From the portal login <https://my.nih.gov>
2. Select your domain (NIH, OD, CIT, etc)
3. Enter your NT User Name
4. Enter your NT Password and click on the **Log in** button
5. Your NIH Portal My Page displays.



**NIH Login**

1 Select your domain: NIH  [Which domain should I select?](#)

2 User name:

Password:  [Change Password](#)

## How to navigate the NIH Portal

The key to navigating around in the NIH Portal are the tabs at the top of the page:

- My Pages
- Communities
- Document Directory



Also note the Document Search box at the top right of the page. These are the keys to finding information and accessing systems/databases.

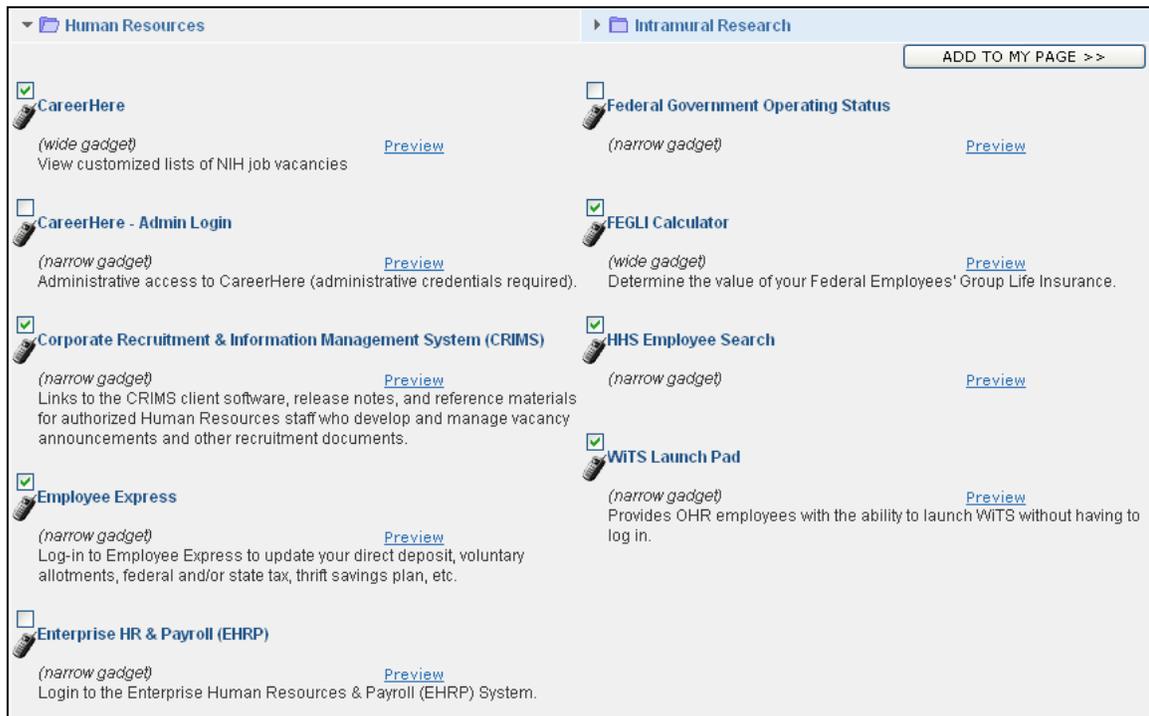


## My Page

When you log onto the NIH Portal you will automatically be taken to your My Page. Initially this page is populated with some standard portlets, but you may configure your My Page any way you wish. You can remove and add portlets and arrange them according to your work needs.

### How to add Human Resources portlets to the My Page

1. Click on the **Choose Gadgets** link at the top of the page
2. Click on the **Human Resources** folder
3. Select gadgets of interest, click on **Add to My Page**
4. If you select the **Next** button, you can arrange the layout of the page
5. If you select **Finish**, you will be taken back to your **My Page**



The screenshot displays the 'Choose Gadgets' interface for the Human Resources section. It features a grid of portlets, each with a checkbox, a title, a description, and a 'Preview' link. A 'Choose Gadgets' button is located at the top right of the interface.

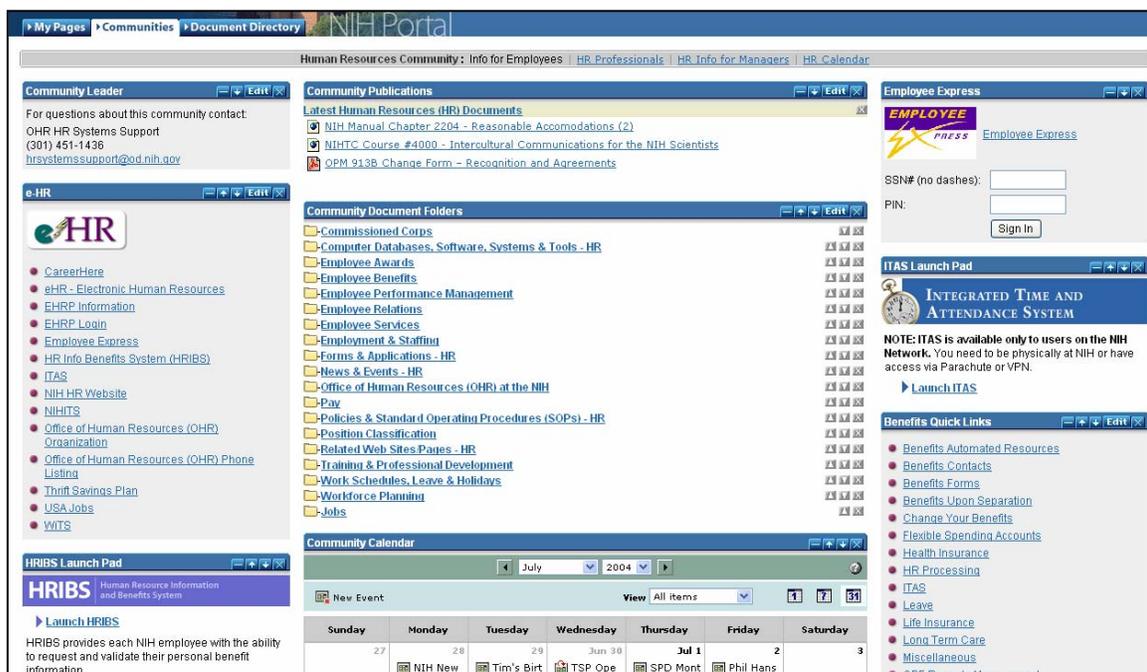
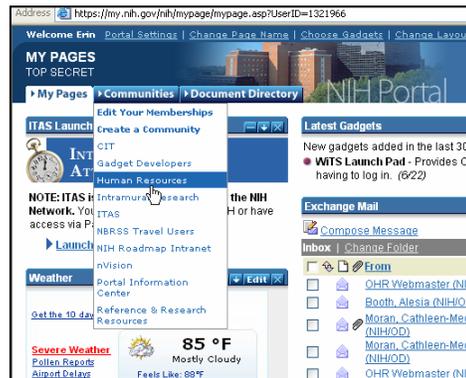
Portlet Name	Size	Preview Link
CareerHere	(wide gadget)	<a href="#">Preview</a>
CareerHere - Admin Login	(narrow gadget)	<a href="#">Preview</a>
Corporate Recruitment & Information Management System (CRIMS)	(narrow gadget)	<a href="#">Preview</a>
Employee Express	(narrow gadget)	<a href="#">Preview</a>
Enterprise HR & Payroll (EHRP)	(narrow gadget)	<a href="#">Preview</a>
Federal Government Operating Status	(narrow gadget)	<a href="#">Preview</a>
FEGLI Calculator	(wide gadget)	<a href="#">Preview</a>
HHS Employee Search	(narrow gadget)	<a href="#">Preview</a>
WITS Launch Pad	(narrow gadget)	<a href="#">Preview</a>

# Human Resources Community

Although NIH employees can add HR portlets or gadgets to their My Page, the Human Resources Community serves to hold all of the HR and HR-related portlets that NIH employees might need to access.

## How to access the Human Resources Community

1. Click on the Communities tab to pull up a list of pages
2. Click on the **Human Resources Community** link
3. You will see the first page of the Human Resources community, to view the other two pages, click on the **HR Professionals** or the **HR Info for Managers** link.



# Document Directory

## How to search the Document Directory

1. To search the Document Directory type a keyword or search term in the box and click **Go**.
2. A list of folders and documents that meet the search criteria will be displayed.
3. For Example, if you search on "Form" and "Leave," would return 3 results for folders, and 2085 documents (most relevant results first).



**SEARCH RESULTS FOR "FORM LEAVE"**

Folder Search Results | Document Search Results Save this search

Folders (1 - 3 out of 3)

1. [Document Directory : Administration : Human Resources \(HR\) : Forms & Applications - HR : Employee Benefits Forms : Forms - Leave](#)
2. [Document Directory : Administration : Human Resources \(HR\) : Work Schedules, Leave & Holidays : Leave : Forms - Leave](#)
3. [Document Directory : Administration : Human Resources \(HR\) : Forms & Applications - HR : Work Schedules, Leave & Holidays Forms](#)

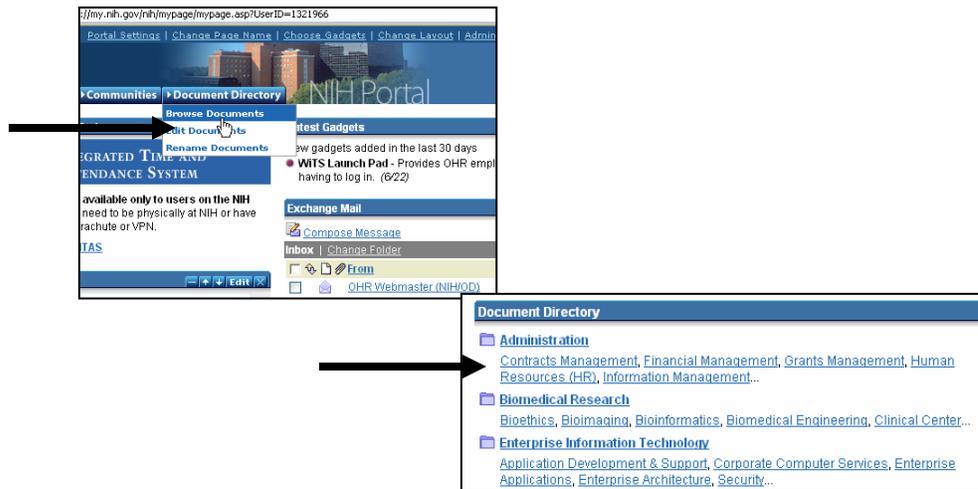
Documents (1 - 17 out of 2085) Next >

1. [PSC - Health and Human Services Forms Management Catalog](#)  
Health and Human Services Health and Human Services **Forms** Management Catalog **Forms** Management Catalog HHS ... Last Modified: 7/22/2004 3:30:00 AM [Document Info](#)
2. [OPM-630C: Transfer of Leave Records for Leave Recipient Covered by the Voluntary Transfer Leave Program Form \(.pdf\)](#)  
Agencies must use this **form** for the purpose of recording the status of a current **leave** recipient under the voluntary ... Last Modified: 6/18/2004 2:10:00 PM [Document Info](#)
3. [OPM-1639: Transfer of Donated Annual Leave To/From the Emergency Leave Transfer Program Form \(.pdf\)](#)  
Agency representatives must use this **form** for the purpose of donating or receiving annual **leave** from other agencies for ... Last Modified: 7/21/2004 6:10:00 PM [Document Info](#)
4. [PHS-1345: Request and Authority for Leave of Absence](#)  
The information to be supplied by you on this **form** will provide a record for **leave** approval. The **form** is also used ... Last Modified: 6/21/2004 12:00:00 PM [Document Info](#)
5. [DCP - CCPM Pamphlet 58: A Supervisor's Guide to the CC Personnel System, 1999](#)  
Pamphlets (including this pamphlet), a number of PHS **forms**, the Commissioned Corps Bulletin, and other information supervisors might ..... 48 **LEAVE** AND ATTENDANCE ..... 98 DEPARTMENT OF VETERANS AFFAIRS **FORM** ..... Last Modified: 7/21/2004 7:00:00 PM [Document Info](#)
6. [Request for Restoration of Annual Leave Form \(.pdf\)](#)  
**Form** for requesting restoration of annual **leave**. ... Last Modified: 7/21/2004 6:10:00 PM [Document Info](#)
7. [Request for Restoration of Annual Leave Form \(.doc\)](#)  
**Form** for requesting restoration of annual **leave**. ... Last Modified: 7/21/2004 6:10:00 PM [Document Info](#)
8. [OPM-1637: Application to Become a Leave Recipient Under the Emergency Leave Transfer Program Form \(.pdf\)](#)  
OPM 1637 Application to Become a **Leave** Recipient Under the Emergency **Leave** Transfer Program **Form** (. ... Last Modified: 7/21/2004 6:10:00 PM [Document Info](#)

## How to browse the Document Directory

The document directory contains information and documents

1. Click in the **Document Directory** tab
2. Select **Browse Documents**
3. Choose the **Human Resources (HR)** link under the **Administration** folder.
4. The sub-folders for Human Resources are displayed



Document Directory > Administration > Human Resources (HR) Add to My Page

- Commissioned Corps**  
Jobs, Payroll Issues, Performance, Policies, Publications...
- Computer Databases, Software, Systems & Tools - HR**  
CareerHere, DW/Analyze - HR, DW/Query - HR, Employee Express, Enterprise Human Resources and Payroll (EHRP) System...
- Employee Awards**  
Commissioned Corps Awards, Governmental Honor Awards, Incentive Awards, NIH & HHS Awards Forms, NIH Awards Policies...
- Employee Benefits**  
Designations of Beneficiary, Employee Express Information, Flexible Spending Accounts (FSA), Health Insurance, Life Insurance...
- Employee Performance Management**  
2003 Performance Contracts at NIH, 2004 Performance Management Guidance, Commissioned Officer Performance, Competency Management, GS & Wage Grade Performance...
- Employee Relations**  
EEO/Diversity, Employee Discipline/Conflict Resolution, Employee Relations Information/Resources, ER Cases, Ethics & Workplace Standards...
- Employee Services**  
Employee Assistance Programs (EAP), Human Resources Contacts, Occupation Medical Services (OMS), Work Life Services
- Employment & Staffing**  
A-76 (Competition of Commercial Activities), Appointment Mechanisms & Special Programs, Buyouts, Career Movement and Advancement, Employment Forms...
- Forms & Applications - HR**  
Commissioned Corps Forms, Employee Awards Forms, Employee Benefits Forms, Employee Performance Management Forms, Employee Relations Forms...
- HR Waste Bucket**  
Boards, Committees & Councils - HR
- Jobs**  
Applying for a Federal Job, HHS Careers (QuickHire), Job Openings at NIH, Other Employment Resources, Science Training & Fellowships...
- News & Events - HR**  
GovExec News, NIH HR News, Office of Personnel Management (OPM) News
- Office of Human Resources (OHR) at the NIH**
- Pay**  
Base Pay Setting and Salary Administration, Pay Forms, Pay Systems and Base Pay Tables, Payslips, Premium Pay...
- Policies & Standard Operating Procedures (SOPs) - HR**  
DHHS Personnel Instructions, HR Standard Operating Procedures (SOPs), Intramural Research Sourcebook (OIR Sourcebook), NIH Delegations of Authority, NIH HR Manual Chapters & Policies...
- Position Classification**  
Classification Decisions and Opinions, Position Classification Forms, Position Management, QuickClassification (HHS Careers)
- Related Web Sites/Pages - HR**
- Training & Professional Development**  
Certifications, Competency Management, Individual Development, Management & Leadership Skills, NIH Training Center (NIHTC)...
- Work Schedules, Leave & Holidays**  
Dismissal/Closure, Flexible Work Schedule, Holidays, Leave, Meals & Breaks...
- Workforce Planning**

<b>List of HR Portlets</b>	<b>Additional Portlets available on the HR Community page</b>
CareerHere	Benefits Quick Links
CareerHere—Admin Login	e-HR
Employee Express	e-HR Professional
Enterprise HR and Payroll (EHRP)	HHS Careers (Quickhire)
FEGLI Calculator	
HHS Employee Search	
Who are my HR Contacts?	