

Employee Portal



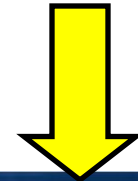
Login Instructions

Step 1: Open a Web Browser (either Chrome or Safari works best)

Step 2: Go to the VernonCollege.com homepage if not already on the homepage

Step 3: Click on Inside VC

Click
Here



Home About VC Alumni Donate to VC Employment Contact Us **Inside VC**

VERNON COLLEGE
VERNON - WICHITA FALLS

MY V EMAIL
BECOMING A STUDENT PAYING FOR COLLEGE DEGREES, CERTIFICATES, COURSES BUSINESS & COMMUNITY

TEACHING. LEARNING. LEADING
Explore Vernon College

Recent News [MORE NEWS>>](#)

Step 4: Click on the green Employee Portal Login Box

The screenshot shows the 'Inside VC' website navigation menu. At the top, the text 'Inside VC' is displayed in a white script font on a dark blue background. Below this is a horizontal bar with various service icons and labels: STUDENT EMAIL, FACULTY & STAFF EMAIL, HELP TICKET, COLLEGE CALENDAR, DINING MENUS, THE LIBRARY, VC DIRECTORY, MAPS, and BOOKSTORE. Below the navigation bar is a vertical column of service boxes. The 'Employee Portal' box is highlighted with a yellow circle and a yellow arrow pointing to it with the text 'Click Here'. The other boxes in the column are 'canvas', 'MyVC', and 'Employee Purchasing' (with a ReLogic logo).

For Students

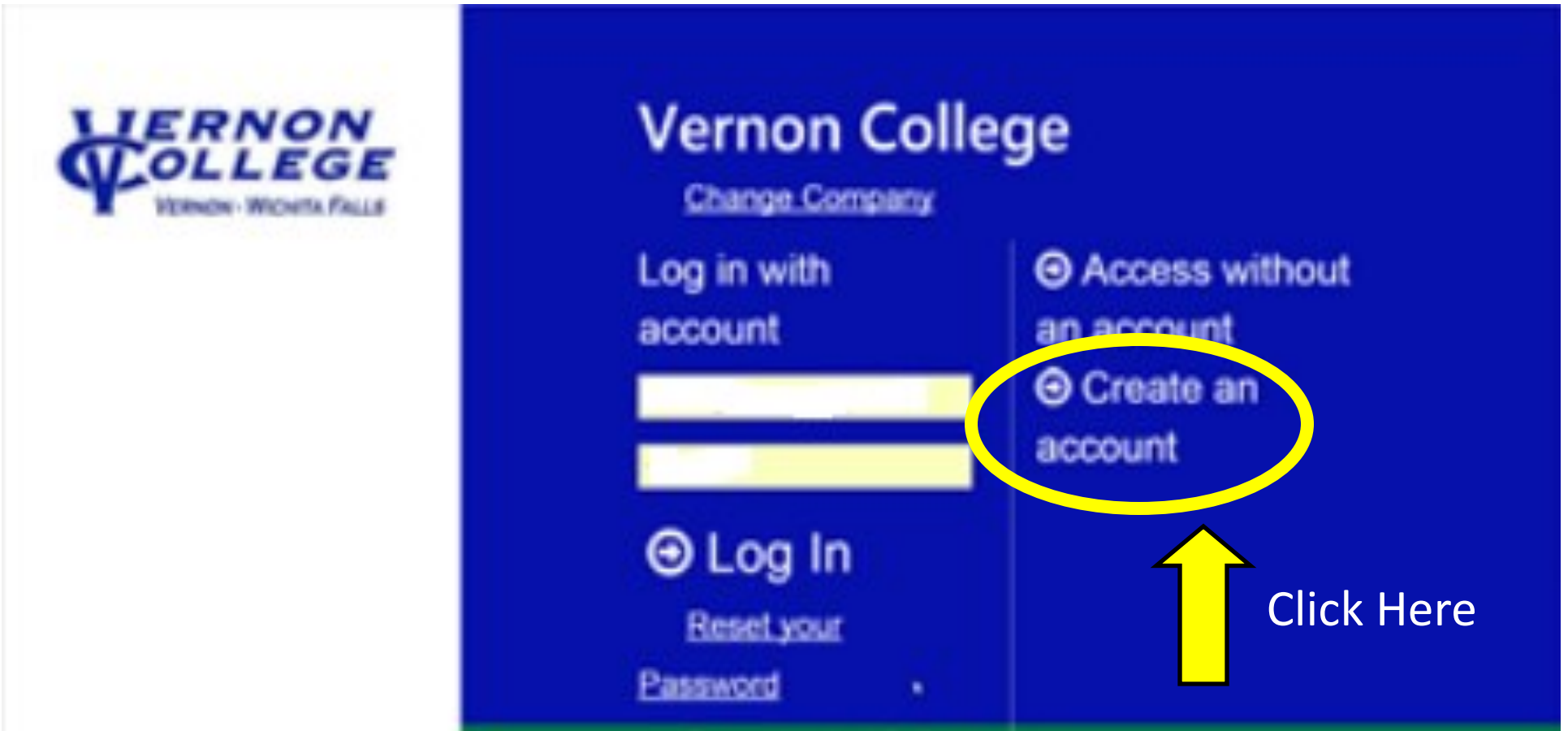
- Athletics
- Campus Life
- Campus Police
- Career Coach
- College Effectiveness
- Distance Education (Internet/Hybrid/ITV/Courses)
- Distance Education: Student Support Services
- Gyms
- Job Announcements for Students
- PASS Department/Tutoring
- Paying for College
- Pre-Assessment Activity
- Programs of Study
- Publications/General Catalog/ Class Schedules
- Register for Classes
- Transcript Request
- Services for Students
- Student Accident Report Forms

For Faculty & Staff

- College Effectiveness
- Docubase
- Frequently Used Forms
- Human Resources
- Policies
- Professional Development
- Publications/General Catalog/ Class Schedules

Step 5: You will be taken to this page

Step 6: Click on “Create an Account”



Step 7: You will be taken to this screen

Step 8: Type in your Vernon College email address

Step 9: Create a password for your account

Step 10: Re-type the password you just created

Step 10: Click Continue



Green Employee Account Creation

Please provide an email address that will be used to log in and for password resets.

Email Address

Choose a password that meets the following minimum requirements. Your password must contain:

- at least 6 characters
- at least one upper case letter
- at least one lower case letter
- at least one number
- at least one special character

Password

Confirm Password

Continue

[Back to Login](#)

Click Here to Continue

Step 11: You will be taken to this screen.

Step 12: Check your email for a confirmation email from GreenEmployee.com



Email Verification

We sent an email to [REDACTED]@VERNONCOLLEGE.EDU. Follow the link in the email to continue setting up your account.


[↻ Return to Login page](#)

Step 13: Look for the confirmation email from Greenemployee.com

Step 14: Click on the “**Continue GreenEmployee Account Setup**” link in the email.

Reply Reply All Forward IM

Thu 2/2/2017 11:24 AM

 Green Employee Messaging System <noreply@greenemployee.com>
Verify your email address and continue GreenEmployee account setup

To Ivy Harris

This message was sent with High importance.

Action Items Get more apps

Green Employee Notification


Thank you for setting up an account on GreenEmployee.com. This will ensure safe and continuous access to your employment information. Please click on the link below to continue the account setup process.

[Continue GreenEmployee Account Setup](#)

Thanks,

The Green Employee messaging system.

If you do not wish to receive email notifications in the future, you may [change your notification settings](#).



Step 15: You will be brought to this page

Step 16: Type in your employee social security number without any dashes

Step 17: Type in your LAST NAME IN ALL CAPITAL LETTERS

Step 18: Click Continue



Connect with Vernon College

Enter your information to identify your account and employee information for this company. You can change the company you're connecting to on the [company search page](#).

 Continue


Click Here

Step 19: You will receive confirmation that your account has been verified

Step 20: Type in your Vernon College email address

Step 21: Type in the password you created for your account



 Your account has been verified. Please log in to continue to Green Employee.

Vernon College

[Change Company](#)

Log in with account

iharris@vernoncollege.edu


.....

 Log In

[Reset your Password](#)



 Access without an account

 Create an account

Click Here

Step 22: You will be taken to this screen

Step 23: Verify your time zone

Step 24: Verify your Vernon College email address (make sure your VC email address is listed in both boxes)

Step 25: Check if you would like to receive email notifications

Step 26: Check if you would like to be notified when co-workers have an approved time off request (If you select to be notified, can also select to include just your department and/or just your location.

Step 27: Click the "Next" button

GreenEmployee.com Welcome Wizard

[Sign Out](#)

Basic Information

Time Zone:

Notification Options

Please enter your corporate email address, provided by your Administrator:

If you prefer notifications sent to a personal email, please provide that email:

I would like to receive an email notification:

when a request made from this website is approved or denied, or a document needs action.

on days my coworkers have time off approved

Include just my department Include just my location

By electing to receive emails, you agree to allow the transmission of these emails from external mail servers and confirm that this service complies with your organization's security policy.

To make a change to any of these settings, go the Notifications tab under Account Settings. Please note that there are advanced options found there as well.

Click Here

→ Next

This is what it will look like once you've filled in your email address and your choices are selected.

Basic Information

Time Zone:

Notification Options

Please enter your corporate email address, provided by your Administrator:

If you prefer notifications sent to a personal email, please provide that email:

I would like to receive an email notification:

- when a request made from this website is approved or denied, or a document needs action.
- on days my coworkers have time off approved
 - Include just my department Include just my location

By electing to receive emails, you agree to allow the transmission of these emails from external mail servers and confirm that this service complies with your organization's security policy.

To make a change to any of these settings, go the Notifications tab under Account Settings. Please note that there are advanced options found there as well.

[→ Next](#)

Step 28: You will be shown a verification code

Step 29: Enter the verification code exactly as it is displayed in the box for Question #2

Step 30: Select whether you would like to receive your W2s electronically or via mail

Step 31: Click the “Next” button

W-2 and 1095-C Consent

1. You should see a verification code in the document below this line.



34NUN

[Why do I need a Verification Code?](#)

If you do not see the code above, try clicking [here](#) to access the code in a new window.

If you still can't see the code above, you may need to install Adobe® Reader® by clicking [here](#).

2. Enter in the verification code listed above

3. Select one of the options below

- I want to receive 'green' W-2 and 1095-Cs electronically through this website. I understand that by opting for electronic copies of these forms, my employer may not issue a paper copy.
- I wish to receive a paper copy of my W-2 and 1095-C by mail only. I understand that I will not be able to access these forms electronically.

Changes to your preference will be processed once submitted and your preference will be displayed within your notifications account settings. Once processed, this preference will apply to all new W-2 and 1095-C forms. These forms will be available to view through the end of the calendar year and may be required to be printed and attached to a Federal, State, or local income tax return.

Your consent applies to annual statements furnished every year until that consent is withdrawn. To withdraw consent, change your preference above to receive a paper copy of your forms, or contact your Payroll/Human Resources administrator to withdraw your consent in writing. All requests for a paper copy will be treated as a withdrawal of electronic consent. To update your contact information to receive a paper copy, contact your Payroll/Human Resources administrator.

Terminated employees will continue to have access to past forms through the end of the calendar year in which they are made available.

Software Requirements: Adobe® Reader®

Hardware Requirements: Accessible printer connection (for printing purposes)

Click Here



→ Next

This is what it will look like once it is filled in and your choices have been selected.

W-2 and 1095-C Consent

1. You should see a verification code in the document below this line.



[Why do I need a Verification Code?](#)

If you do not see the code above, try clicking [here](#) to access the code in a new window.
If you still can't see the code above, you may need to install Adobe® Reader® by clicking [here](#).

2. Enter in the verification code listed above

34NUN

3. Select one of the options below

- I want to receive 'green' W-2 and 1095-Cs electronically through this website. I understand that by opting for electronic copies of these forms, my employer may not issue a paper copy.**
- I wish to receive a paper copy of my W-2 and 1095-C by mail only. I understand that I will not be able to access these forms electronically.**

Thank you for using this green technology. You will be able to download all future W-2 and 1095-C forms from this website and will not receive paper copies in the mail.

Changes to your preference will be processed once submitted and your preference will be displayed within your notifications account settings. Once processed, this preference will apply to all new W-2 and 1095-C forms. These forms will be available to view through the end of the calendar year and may be required to be printed and attached to a Federal, State, or local income tax return.

Your consent applies to annual statements furnished every year until that consent is withdrawn. To withdraw consent, change your preference above to receive a paper copy of your forms, or contact your Payroll/Human Resources administrator to withdraw your consent in writing. All requests for a paper copy will be treated as a withdrawal of electronic consent. To update your contact information to receive a paper copy, contact your Payroll/Human Resources administrator.

Terminated employees will continue to have access to past forms through the end of the calendar year in which they are made available.

Software Requirements: Adobe® Reader®
Hardware Requirements: Accessible printer connection (for printing purposes)

[→ Next](#)

The system will ask you to input your direct deposit information. Please type in your **CURRENT** direct deposit information that Human Resources has on file for you. If you would like to change your accounts, you may do so on this screen. If you **do** make changes or add an additional account, please upload a voided check or deposit slip in order to have this information on file.

Step 32: Type in your current routing number

Step 33: Type in your current account number

Step 34: Select the type of account

Step 35: Select how much of your check you would like to be deposited in this account

Step 36: Upload a copy of a voided check only if changing accounts or adding a new account

Step 37: If you'd like to add a new account, then select "Add New Account"

Step 38: Select "Next" once you are finished

GreenEmployee.com Welcome Wizard

[Sign Out](#)


Direct Deposit Setup

You are required to setup a direct-deposit account. Please, submit your direct deposit account(s) to your administrator.

Please carefully enter your routing and account numbers, check them before submitting and include a voided check, deposit slip or bank authorization form.

Where do you want your money deposited?

Account 1

Routing Number 

Account Number

Type

Checking ▾

How much?

Entire Amount ▾

Please write a voided check on one of your checks. You may provide it to the payroll department via the contact information below, or scan it into your computer and upload it here:

No file chosen

[Add New Account](#)

If you have not scanned and uploaded your checks above, please provide them to the payroll department. You can contact them using the following information:

Toni Jones 940-552-6291 ext 2202 toni.jones@vernoncollege.edu

By clicking submit, I hereby authorize my employer to initiate credit entries and adjustment debit entries to the account(s) listed above. I verify that the information above is accurate.




Use current accounts on file



Only used for changes or new accounts



Click Here



This screen will ask you to confirm your mailing address.

Step 39: Type in your mailing address

Step 40: Type in your primary phone number

Step 41: Type in a secondary number if you have one

Step 42: Type in your **Vernon College email** address

Step 42: Click “Next” to continue

Address Setup

Mailing Address

* Address:

* City:
* State:
* Zip Code:

Additional Information

Phone 1: Ext.
Phone 2: (000) 000-0000 Ext.
Phone 3: (000) 000-0000 Ext.
* Email:

Change Comments:

Enter comments regarding your changes here. They will be shown to your supervisor when you submit changes for approval, but not kept on your profile.

→ Next

This screen may appear if your address does not match up to the listed postal services address. You can either click **“cancel”** to re-enter your address or you can click **“Continue as Submitted”** to keep your address as you entered it

GreenEmployee.com Welcome Wizard Sign Out

Address Setup

Mailing Address

* Address:

* City: WICHITA FALLS

* State: Texas

* Zip Code: 76310

Additional Information

* Phone 1: Ext.

Phone 2: (000) 000-0000 Ext.

Phone 3: (000) 000-0000 Ext.

* Email:

Change Comments:

[→ Next](#)

Invalid Address

Your input could not be matched to a valid address. We recommend correcting your input, but you may skip the verification process and submit your address as entered.

To change this information in the future, go to the Address tab under HR Profile.

[Cancel](#) [Continue As Submitted](#)

If you selected “Continue as Submitted” you will see this screen.

A recommended address will be suggested. You can either select:

“Cancel” to input a different address or make changes

“Continue as Submitted” to keep the address as you originally typed

“Use Suggested Address” to change your address to the suggested address

GreenEmployee.com Welcome Wizard Sign Out

Address Setup

Mailing Address

* Address:
* City: WICHITA FALLS
* State: Texas
* Zip Code: 76310

Additional Information

* Phone 1: Ext.
Phone 2: (000) 000-0000 Ext.
Phone 3: (000) 000-0000 Ext.
* Email: iharris@vernoncollege.edu

Recommended Address

Below is the recommended formatting for the address you have entered. You may choose to use the suggestion or submit your original input.

	Original	Suggested
Address One:		
Address Two:		
City:	WICHITA FALLS	WICHITA FALLS
State:	TX	TX
Zip:	76310	76310-7017

To change this information in the future, go to the Address tab under My Profile.

Type comments regarding your changes here. Comments will be shown to your approver when you submit changes for approval, but not kept on your profile.

Change Comments:

Once you've made your selection on the previous screen, you will be taken to this screen.

The **"Public Computer Reminder"** will be displayed.

Click the **"x"** in order to dismiss this reminder.

The screenshot displays the Vernon College Employee Home interface. At the top, the user is identified as IVY HARRIS with links for Account Settings and Sign Out. The navigation bar includes links for Employee Home, HR Profile, Time Off, Pay History, and Documents. A notification banner at the top reads: "2nd Factor Authentication. Click here to set up 2nd Factor Authentication for your account." Below this, the page is divided into three main sections: "Tasks and Notifications", "Employee Directory", and "Co-workers Taking Time-Off". The "Tasks and Notifications" section shows a list of notifications, with the top one being a "Public Computer Reminder" that says "Remember to log out if you are on a public computer." A yellow circle highlights the "x" icon in the top right corner of the notification box, indicating how to dismiss it. Other notifications include "Profile Change" and "Direct Deposit" updates.

You are now on the “Employee Home” screen.

Please note: This home screen may look different for each employee.

Vernon College

IVY HARRIS Account Settings Sign Out

Employee Home HR Profile Time Off Pay History Documents

Home

i 2nd Factor Authentication. Click here to set up 2nd Factor Authentication for your account. ✕

Tasks and Notifications

Message Type: Sort By:

Module:

Tasks 0 Tasks [View Historical](#)

Notifications 2 Notifications [View Historical](#)

- i** Profile Change Your Employee Profile address information has been updated by IVY HARRIS.
2/14/2017 at 11:10AM [View](#) [Remove](#)
- i** Direct Deposit Your Direct Deposit information has been updated by IVY HARRIS.
2/14/2017 at 11:06AM [Remove](#)

Employee Directory

Search by Name

[View Complete Organizational Chart](#)

[View Complete Directory](#)

Co-workers Taking Time-Off

Employee	Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You may have displayed notifications in the top, right corner.

Vernon College

IVY HARRIS Account Settings Sign out

Employee Home HR Profile Time Off Pay History Documents

Home

Tasks and Notifications

Message Type: All Sort By: Date

Module: All

Tasks 0 Tasks [View Historical](#)

Notifications 2 Notifications [View Historical](#)

Profile Change
Your Employee Profile address information has been updated by IVY HARRIS.
2/14/2017 at 11:10AM [View](#) [Remove](#)

Direct Deposit
Your Direct Deposit information has been updated by IVY HARRIS.
2/14/2017 at 11:06AM [Remove](#)

Employee Directory

Search by Name

[View Complete Organizational Chart](#)

[View Complete Directory](#)

Co-workers Taking Time-Off

Employee	Period
<input checked="" type="checkbox"/> Show Just My Department	<input checked="" type="checkbox"/> Show Just My Location

In order to clear those notifications, click on the envelope.

The “Tasks and Notifications” screen will be displayed.

You can either “View” the task or “Remove” the notification from the home screen.

The screenshot shows the Vernon College HR system interface. The top navigation bar includes the Vernon College logo, the user name 'IVY HARRIS', and links for 'Account Settings' and 'Sign Out'. A yellow circle highlights the notification envelope icon in the top right corner of the navigation bar, which has a red '2' indicating two notifications. Below the navigation bar, the 'HR Profile' section is visible on the left, with a 'Work Location' section showing 'No Work location selected' and an 'Edit' button. The main content area is titled 'Tasks and Notifications' and includes filters for 'Message Type' and 'Module', both set to 'All', and a 'Sort By' dropdown set to 'Date'. Below the filters, there are sections for 'Tasks' (0 Tasks) and 'Notifications' (2 Notifications). The 'Notifications' section contains two entries: 'Profile Change' and 'Direct Deposit', both dated 2/14/2017 at 11:10AM and 11:06AM respectively. A yellow circle highlights the 'View' and 'Remove' buttons for the 'Profile Change' notification, and another yellow circle highlights the 'Remove' button for the 'Direct Deposit' notification.

Congratulations!!! You have successfully set up your account.

