WEBSITE AND PORTAL GUIDE

The Office of Human Resources has many websites, accounts and portals to assist employees with a variety of tasks. The purpose of the guide below is to help employees and visitors determine which portal/site to use.

HOW TO USE THIS GUIDE

1. Using column 1, determine what you are trying to access and what task you are trying to accomplish.
2. Use column 2 to determine the site/portal that will help you accomplish this task.
3. Click the blue link to the site/portal found in column 3. If your browser requests your permission to access this link select "Allow"
   
   If you experience difficulty accessing the link, copy and paste the link into your browser navigation bar.

Need help logging in? Use column 4 to determine how to log-in and what username/password to use. With third party sites (i.e. myuhc.com) your username and password are created by you. If you have not accessed these sites before, you will need to register. For assistance on these sites click "I forgot my username/password" or "Help".

<table>
<thead>
<tr>
<th>What are you trying to accomplish?</th>
<th>Site/Portal</th>
<th>Web Address</th>
<th>How to Log-In</th>
</tr>
</thead>
</table>
| Check my Washington College email | Zimbra       | [https://zmail.washcoll.edu](https://zmail.washcoll.edu) | Username: WC ID (i.e. jsmith2)  
Password: User created  
*For assistance contact the OIT Helpdesk (410) 778-7777* |
| View and print my pay advices     | WebAdvisor Employees Section | [https://webadvisor.washcoll.edu/](https://webadvisor.washcoll.edu/) | Username: Same as WC email  
Password: Same as WC email password |
| View my leave plan summary        | WebAdvisor Employees Section | [https://webadvisor.washcoll.edu/](https://webadvisor.washcoll.edu/) | Username: Same as WC email  
Password: Same as WC email password |
**EMPLOYMENT AND RECRUTIMENT**

<table>
<thead>
<tr>
<th>What are you trying to accomplish?</th>
<th>Site/Portal</th>
<th>Web Address</th>
<th>How to Log-In</th>
</tr>
</thead>
</table>
Password: User created |
| Search Committee Members: Access position applications | Consensus | [https://highereddecisions.com/wcm/committee_Committee_Login.asp](https://highereddecisions.com/wcm/committee_Committee_Login.asp) | Username: Same as WC ID (i.e. jsmith2)  
Password: User created |

**BENEFITS**

<table>
<thead>
<tr>
<th>What are you trying to accomplish?</th>
<th>Company/Portal</th>
<th>Portal/Site Web Address</th>
<th>How to Log-In</th>
</tr>
</thead>
</table>
| Enroll in my Benefits | HRConnection | [https://www.hrconnection.com/](https://www.hrconnection.com/) | Username: See no-reply email  
Password: User created  
*For assistance click “I forgot my login information”* |
| Access my Benefit Plan Information (Benefit summaries, forms, FAQs) | HRConnection | [https://www.hrconnection.com/](https://www.hrconnection.com/) | Username: Provided to you when  
Password: User created  
*For assistance click “I forgot my login information”* |
| Print Benefit forms | HRConnection | [https://www.hrconnection.com/](https://www.hrconnection.com/) | Username: See no-reply email  
Password: User created  
*For assistance click “I forgot my login information”* |
| Access details for my claims and prescriptions | UnitedHealthCare | [https://www.myuhc.com](https://www.myuhc.com) | Username: User created  
Password: User created |
| Access Health and Wellness Resources | UnitedHealthCare | [https://www.myuhc.com](https://www.myuhc.com) | Username: User created  
Password: User created |
| Find a Physician or Medical Facility | UnitedHealthCare | [https://www.myuhc.com](https://www.myuhc.com) | Username: User created  
Password: User created |
| Redeem my SimplyEngaged Wellness Rewards | UnitedHealthCare | [https://www.myuhc.com](https://www.myuhc.com) | Username: User created  
Password: User created |
| Access my Dental claims and find a Dentist | Delta Dental | [http://www.deltadental.com/Public/inde x.jsp](http://www.deltadental.com/Public/inde x.jsp) | Username: User created  
Password: User created |
| Access my Vision claims and find an Optometrist | National Vision Administrators | [https://www.e-nva.com/nva/content/home/home.jsf](https://www.e-nva.com/nva/content/home/home.jsf) | Username: User created  
Password: User created |
Password: User created |
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Organization</th>
<th>Website</th>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retrieve my PIN for my Flexible Spending card</td>
<td>Innovative Health Services</td>
<td><a href="https://www.wealthcareadmin.com/participants/login.aspx">https://www.wealthcareadmin.com/participants/login.aspx</a></td>
<td>User created</td>
<td>User created</td>
</tr>
<tr>
<td>Access my Retirement plan information and summaries</td>
<td>TIAA CREF</td>
<td><a href="https://www.tiaa-cref.org">https://www.tiaa-cref.org</a></td>
<td>User created</td>
<td>User created</td>
</tr>
<tr>
<td>Register/access Willis Rewards</td>
<td>Willis</td>
<td><a href="https://willisrewards.corporateperks.com/login">https://willisrewards.corporateperks.com/login</a></td>
<td>User created</td>
<td>User created</td>
</tr>
</tbody>
</table>