

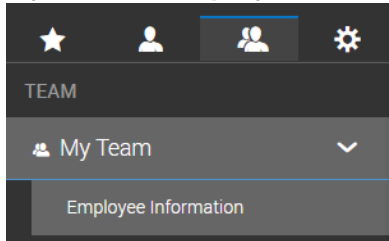
Employee First Screen Settings


Use these instructions to change what an employee's first screen is upon login.

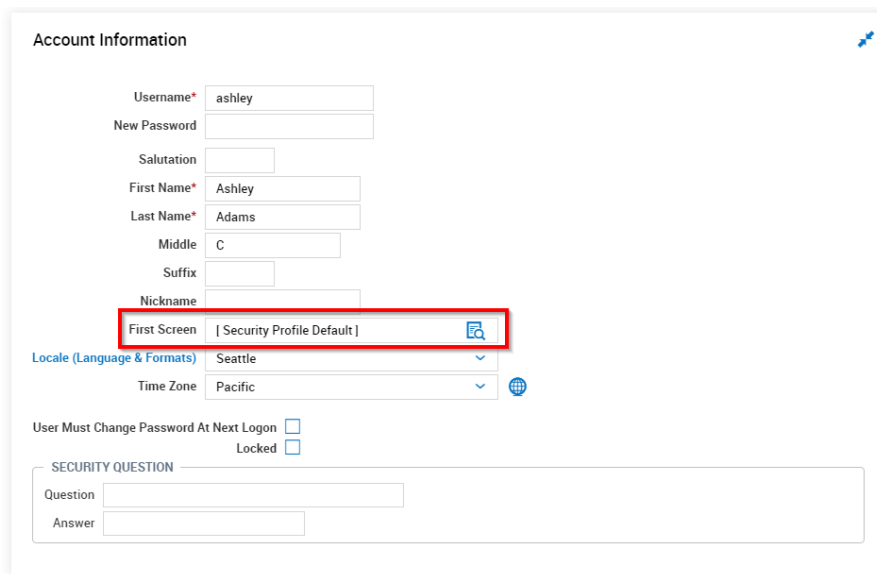
Important Note: If an update is required in the security profile, you will need to submit a request to mypayroll@paynorthwest.com

Navigate to

My Team > Employee Information




1. Locate the employee that you want to change their first screen and  select the icon to go to their employee record
2. On the main tab, find the widget title Account Information and locate the field titled: **First Screen**




The screenshot shows the 'Account Information' form with the following fields:

- Username*: ashley
- New Password
- Salutation
- First Name*: Ashley
- Last Name*: Adams
- Middle: C
- Suffix
- Nickname
- First Screen**: [Security Profile Default] (highlighted with a red box)
- Locale (Language & Formats): Seattle
- Time Zone: Pacific
- User Must Change Password At Next Logon:
- Locked:
- SECURITY QUESTION: Question and Answer fields

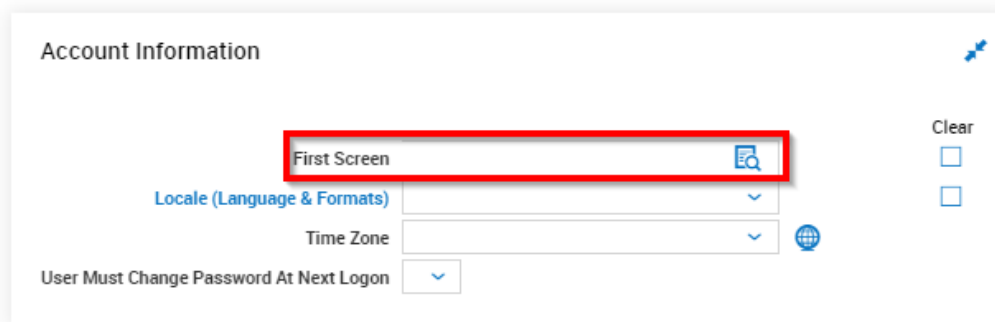
3. Select the first screen of choice 
 - a. [Security Profile Default] – Use this to reference the first screen settings in the employee's security profile.
 - b. Dashboard (Premium) is the classic dashboard


- c. New UI Dashboard (Home) is the new Home Dashboard
- d. All other options represent a specific screen within the system


Mass Editing First Screen Settings:


If you want to update multiple user's first screen in mass, you can do so using the mass edit tool, located under  Company Settings > Mass Edit > **Mass Edit Profiles**



1. Select the employees to edit and click **Mass Edit**
2. Locate the widget title Account Information and select the field for **First Screen**




Account Information 

First Screen 

Locale (Language & Formats) 

Time Zone  

User Must Change Password At Next Logon 

Clear

Clear

3. Click **Apply Changes**