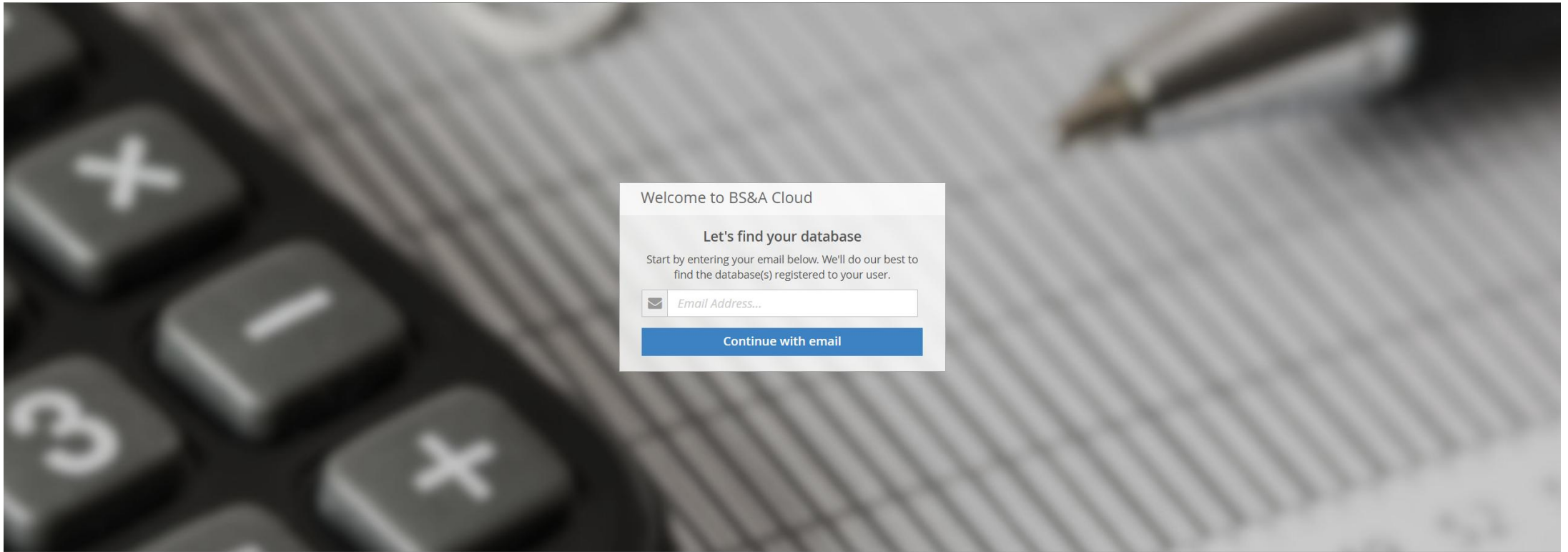
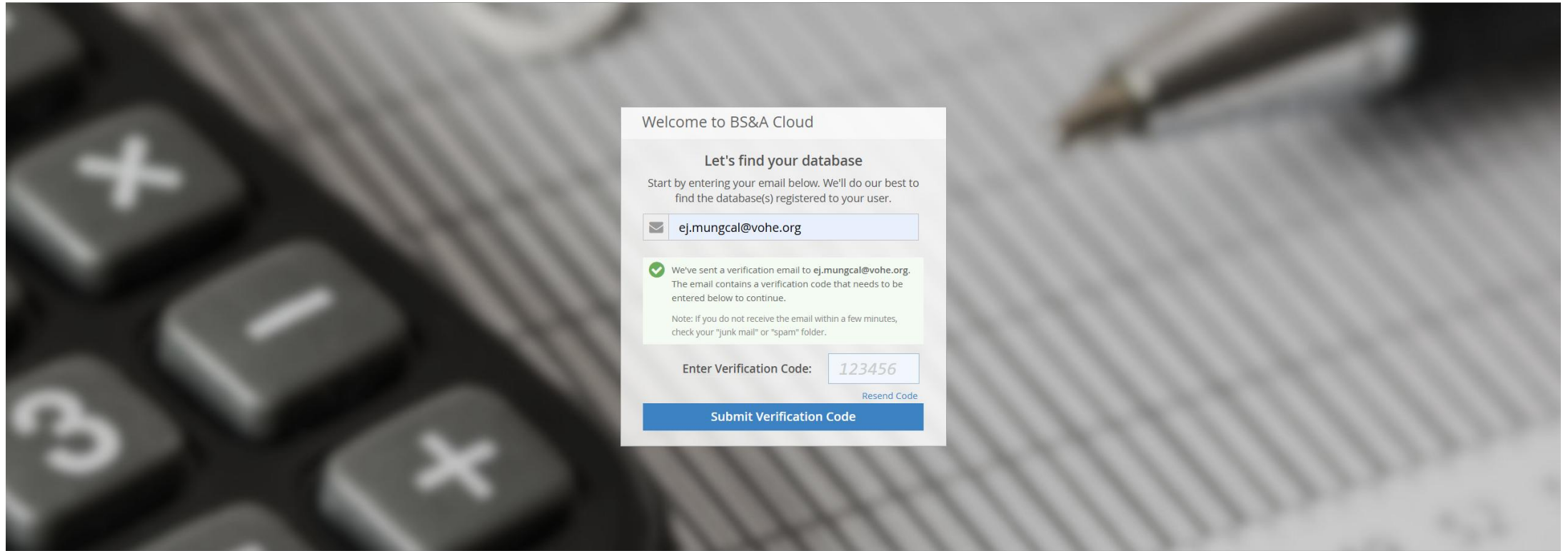


BS&A Login Instructions



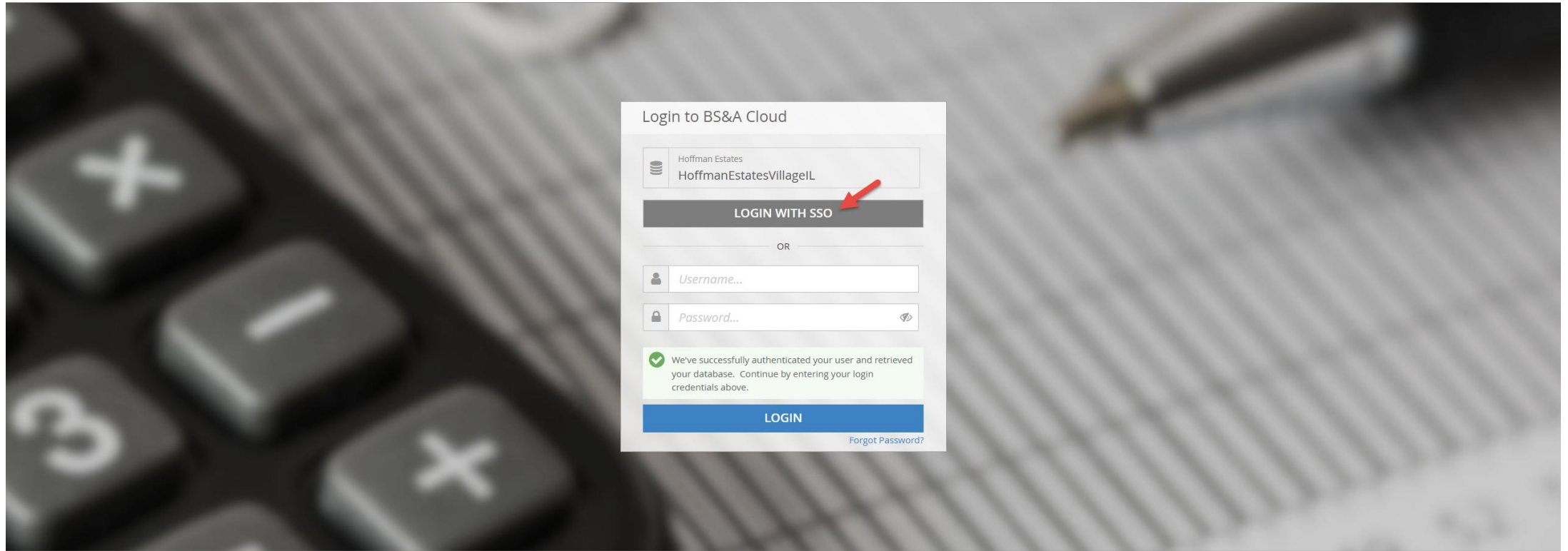
Open Your Preferred Browser

- Go to <https://bsacloud.com/>
- Type in your VOHE Email Address and click “continue with email”



Verification Code

- A verification code will be sent to your VOHE email (this step is only required when you sign into BS&A for the first time on this device) then click “Submit Verification Code”



Login to BS&A Cloud

- Once you put in the verification code, you will now be able to see the “LOGIN WITH SSO” button. Click this button and sign in with your Microsoft 365 credentials and you will be directed to your BS&A Dashboard

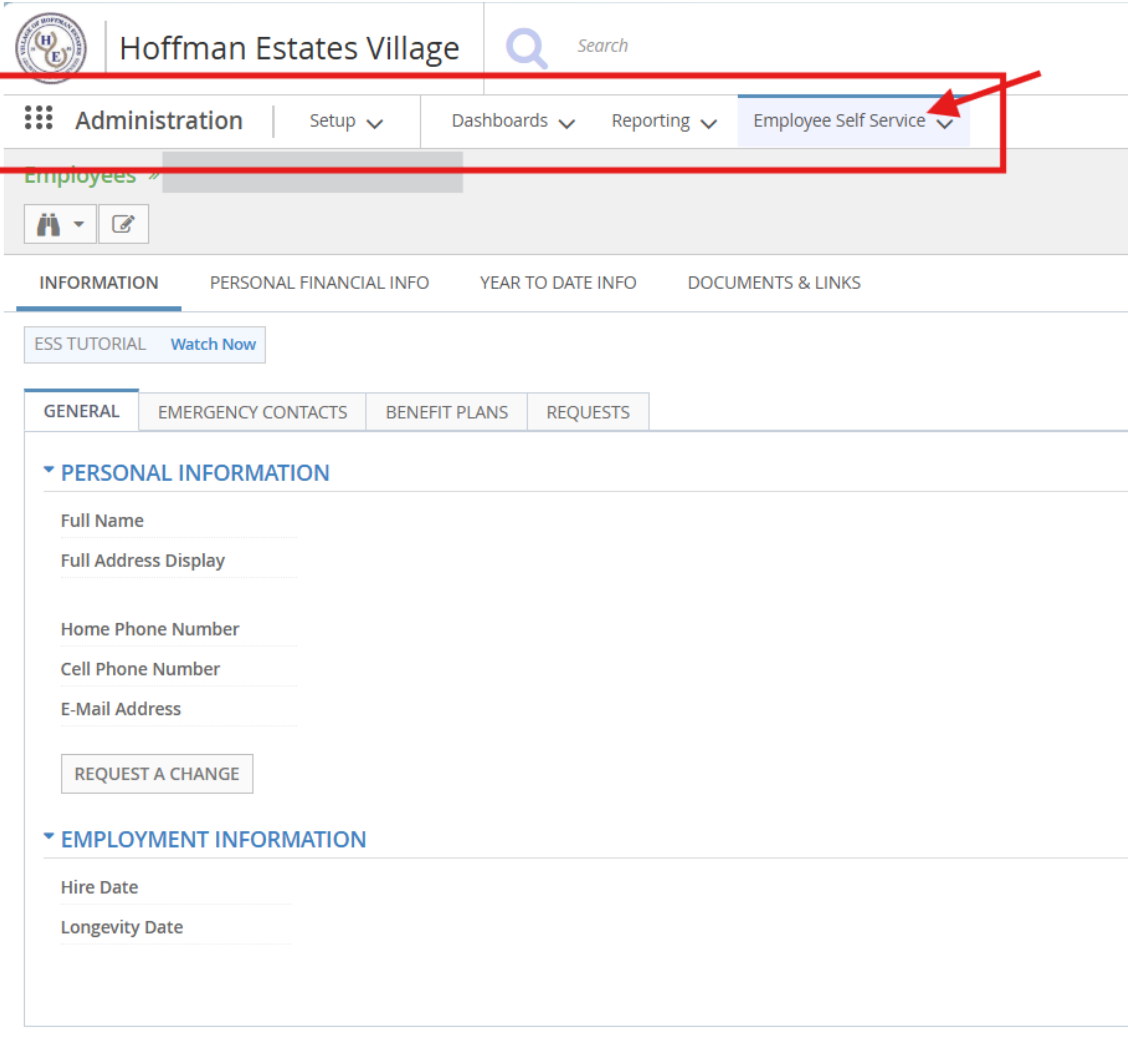
Employee Self Service

- Employee Self Service can be found in your pinned navigation panel on the left side under the “Employee Self Service” section, click the button under the section named “Employee Self Service”

The screenshot displays the Hoffman Estates Village Employee Self Service portal. On the left is a navigation panel with sections: Dashboards (ADMIN, APPROVAL MANAGER, Global Shared Dashboard, HR GENERAL, INSPECTION REQUEST DASHBOARDS, ADD DASHBOARD, Manage Items), Reporting (Run Report, Reports, Report Profiles), Employee Self Service (highlighted with a red box and arrow), and Favorites (Accounts Payable, Accounts Receivable, Administration, Business Licensing, Cash Receipting, Community Development, Fixed Assets, General Ledger, Global, Human Resources, Land Management, Payments, Purchase Order, Utility Billing). The main content area shows the 'Employees' profile page with tabs for INFORMATION, PERSONAL FINANCIAL INFO, YEAR TO DATE INFO, and DOCUMENTS & LINKS. The 'PERSONAL INFORMATION' section includes fields for Full Name, Full Address Display, Home Phone Number, Cell Phone Number, and E-Mail Address, along with a 'REQUEST A CHANGE' button. The 'EMPLOYMENT INFORMATION' section includes fields for Hire Date and Longevity Date.

Employee Self Service

- If your Navigation panel is not pinned, Employee Self Service Can be found in the navigation bar under Hoffman Estates and the search bar



The screenshot shows the top navigation bar of the Hoffman Estates Village Employee Self Service portal. The header includes the Hoffman Estates Village logo, the name "Hoffman Estates Village", and a search bar. Below the header is a navigation bar with several menu items: "Administration", "Setup", "Dashboards", "Reporting", and "Employee Self Service". A red box highlights the "Employee Self Service" menu item, and a red arrow points to it. Below the navigation bar, there are tabs for "INFORMATION", "PERSONAL FINANCIAL INFO", "YEAR TO DATE INFO", and "DOCUMENTS & LINKS". Under the "INFORMATION" tab, there is a link for "ESS TUTORIAL" with a "Watch Now" button. Below this, there are tabs for "GENERAL", "EMERGENCY CONTACTS", "BENEFIT PLANS", and "REQUESTS". The "GENERAL" tab is selected, showing sections for "PERSONAL INFORMATION" and "EMPLOYMENT INFORMATION". The "PERSONAL INFORMATION" section includes fields for "Full Name", "Full Address Display", "Home Phone Number", "Cell Phone Number", and "E-Mail Address", along with a "REQUEST A CHANGE" button. The "EMPLOYMENT INFORMATION" section includes fields for "Hire Date" and "Longevity Date".