

NEOGOV TRAINING

How to login to NEOGOV

NEW USERS

Check for an **activation email** from donotreply@neogov.com

If you can't find it, **contact** [Human Resources](#) so we can resend.

donotreply@neogov.com

NEOGOV

Example of Activation Email

Dear Esther Eagle,

Welcome to Mt. San Jacinto College, we are happy to have you! Your new account for NEOGOV ONboarding is set up.

NEOGOV ONboarding is the portal we use to complete new and re hire forms. Additionally, we use it for all employee forms {ex. W4 (Federal tax), DE4 (State tax), Employee Info. (address/phone/email), Emergency Contact, Beneficiary Designation, Direct Deposit}.

Your User Name is [REDACTED]

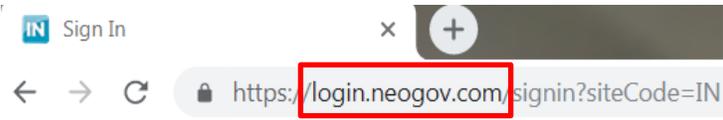
Activate your account and set a password: [Activation Link](#) ***expires in 72 hours***

Instructions to help you navigate NEOGOV: [Log in Instructions Link](#)

Thank you,

Mt. San Jacinto College Human Resources

ESTABLISHED USERS



[NEOGOV login page](#)

LOGIN OPTION 1 – directly through NG login page

*****NOTE***** You can login directly to the NEOGOV login page from anywhere (on or off campus – from home, etc.).

NEOGOV

Username

Password

All fields are required

Username is your **full MSJC email address**

Password is unique and determined by the user

Log In

[Login using Azure](#)

[Forgot username?](#)

[Forgot your password?](#)

Forgot username & forgot password do not work for non-applicant users.

Anyone in HR can reset your account or use self-service through Portal Guard (see details on pg 3).

You may also contact **NEOGOV** from 6am to 6pm Pacific, at **1-855-524-5627**

donotreply@neogov.com
to me ▾

NEOGOV Example of Password reset email

Dear Ernie Eagle,

Your NEOGOV password for Mt. San Jacinto College has been reset.

Your username is: XXXXXXXXXX

Please use this link to set a new password: [Reset Password Link](#) *****expires in 72 hours*****

Thank you,

Mt. San Jacinto College Human Resources

LOGIN OPTION 2 – via Portal Guard

*****NOTE***** You can only access the Portal Guard login when connected to the District systems (direct link via your District computer or Wi-Fi).

Portal Guard login page

Username is your District credentials (how you login to your work computer)

Password is your District password (how you log into your work computer)

Announcements
7/22/2019 4:09 PM - **SYSTEM: Planned System Outage – 7/25/2019**
MSJC has a scheduled system maintenance for district services on Thursday 7/25/2019 between 3:00am and 8:00am. During the outage San Jacinto Campus (SJC), Menifee Valley Campus (MVC), and a majority of MSJC's technology services will be **intermittently** unavailable.
During the planned outage window, users will experience a service interruption to the following primary services:
• Institutional Website (www.msjc.edu)
• EagleAdvisor (ea.msjc.edu)
• Canvas (msjc.instructure.com)
• MyMSJC Account Management (login.msjc.edu)
• Faculty / Staff Email (outlook.msjc.edu)
• Student Email: (student.msjc.edu)
You may still continue access the following services:
• Instructional web server services
• Instructional Remote Desktop Services RDS (agqs.msjc.edu)
Other web services could be unavailable during this time for intermittent intervals due to the maintenance.

MyMSJC Account Management

Logged in as: [mascott](#) | [Log Out](#)

[Go to SSO Jump Page](#)

Account Details & Activity

Last Login:	7/22/2019, 11:05:00 AM
Last Password Change:	7/17/2019, 10:25:03 AM
Last Password Reset:	[Never]

[Change Password now](#)

[Registered Email Address](#)

[OTP Delivery Methods](#)

[Registered Phones](#)

Once logged in, this page pops up.
Click on the link 'Go to SSO Jump Page'

Single Sign-On Portal

Logged in as: *msjoadvmascott* | [Log Out](#)

[Manage Your Account Settings](#)

Size: **Large** | [Change](#)

[SAML SSO](#) | [Password-based SSO](#)

- AcademicWorks Scholarship Applications
- Bridge - Human Resources Application
- Canvas
- Colleague Self-Service
- Concur
- EagleAdvisor
- EPI SSO Proxy
- NeoGov** ←
- Online Orientation - English Language
- print.msjc.edu

Now you're on the SAML SSO page.

Notice direct links to other District UIs (user interface).

Select **NEOGOV**

[Link to update your MSJC Alert contact information](#)

Academic Programs | Admissions | Financial Aid | Classes

Update your MSJC-Alert Contact Information

MSJC > MSJC-Alert

MSJC-Alert!

In the event of an emergency, Mt. San Jacinto College will send critical information to your personal phone number and email address and post updates to [facebook](#), [twitter](#) and [instagram](#).

Make sure your contact information is up to date:

[Update your MSJC-Alert contact information now](#)

[Learn more: How to update your MSJC-Alert Contact Information through EagleAdvisor](#)

The PIO office sends the link for updating your alert contact.

We recommend accessing and updating this information as needed.