

Kronos First-Time Login Guide

Please log in to your account using the link below:

<https://secure5.saashr.com/ta/Hiawatha.login>

1. Enter your - Username: Your personal Employee ID number

Password: Changeme1!

2. You will be prompted to change your password.

Enter Changeme1! as your “Old Password” and set a new password.

Please Note: The system requires the new password contain an upper-case letter, lower-case letter, a number, and a special character.

3. Confirm your identity using “Virtual Code Authentication”.

4. Enter an email address or phone number to which a code will be sent.

Please Note: The phone and email fields can be typed in to enter this information.

5. Click “Save”.

6. Click the radio button that corresponds to the preferred method to receive the code.

7. click the blue “Send” button.

8. Upon receiving the code, you will enter it in the “Enter Code” field.

Please Note: The employee will see an error message if the contact information is incorrect or if the code cannot be sent via the method that was selected.

9. You may check the box below the “Enter Code” field, to prevent having to complete this step for future logins while using the same device and browser.

10. Click “Continue” to access your Employee Self Service Portal.

Change Password

Old Password

New Password

Confirm New Password

Configure Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.

At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.

Text Message #

Voice Phone #

Email

Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Methods: Text Message Voice Email

Text message will be sent to: *****9189

Enter Code

By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.