Quickly link to content by clicking a topic or page number within the table of contents.

Contents

1. Acceptable Browsers

Preferred Browsers: **Internet Explorer (IE)** (without compatibility settings) and **Firefox.**

## 2. Internet Explorer Pop-up and Compatibility Settings

IE should be set to allow pop-ups and compatibility setting should be turned off. Please respond YES if asked to allow pop-ups when logging in for the first time. Should a blank screen appear when logging in through IE, please review this link for Infor Lawson V10 IE Settings.

3. Portals to Infor Lawson

Access to Infor Lawson is available through portals and links on the following sites:

- The Commons
- Principal Portal
- Secretary Portal
- Teacher Portal

Example for The Commons – Click drop-down arrow under "Portals"
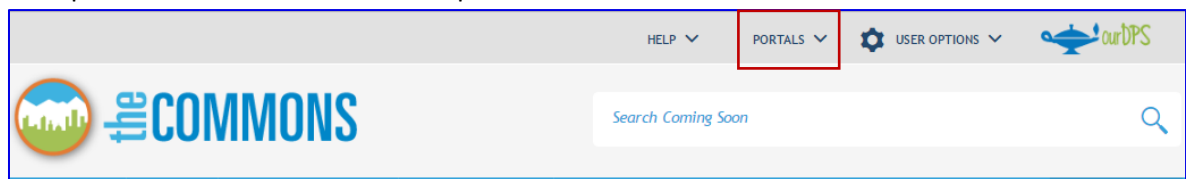
4. New Launch Page

There is a single launch page with separate links to GHR Talent Management, Professional Learning Space and Infor Lawson.   Please notice that **Time and Attendance** as well as access to **Payroll and Benefit** information are all included in the **Infor Lawson** link along with **Finance**.

Welcome to GHR Talent Management, Infor Lawson and Professional Learning Space

➤ Access GHR Talent Management
(Employee space, Manager space and Internal job board)
  • Reference Guide for Teachers, Guest Teachers, and Temporary Employees
  • Reference Guide for All Other Employees

➤ Access Professional Learning Space (PLS)
(Training and Learning Management)
  • Reference Guide for Professional Learning Space

➤ Access Infor Lawson
(Finance, Time and Attendance, Pay, Benefits, Leave Balances, W2s, 1095-Cs and Training)
  • Financial Services Resource Center Libraries (FAQs, Forms, Guidelines, Job Aids, Training)

ATTENTION: GHR Talent Management (Employee/Manager space and Internal Job Board) use the latest version of JAVA.

Please install Java first from http://www.java.com

If you are accessing this page from a public terminal, such as a library, then the Java version on the computer must be Java 7

If you have already installed Java and are experiencing issues please check this link for enabling Java in the web browser - How do I enable Java in my web browser?

> Links to reference guides for each module are provided.

Click the **Access Infor Lawson** link to access the login for both Financial and Employee Self-Service (ESS) applications using normal employee DPS credentials for entry.

Access Infor Lawson
(Finance, Time and Attendance, Pay, Benefits, Leave Balances, W2s, 1095-Cs and Training)
  • Financial Services Resource Center Libraries (FAQs, Forms, Guidelines, Job Aids, Training)

5. Navigation - Infor Lawson Home Page

Infor Lawson V10 is integrated within a single platform.

Three Icons are displayed in the main menu and represent the following:

✓ House – Home Page
✓ Globe – Infor Lawson S3 (Finance, Time & Attendance, ESS, Training)
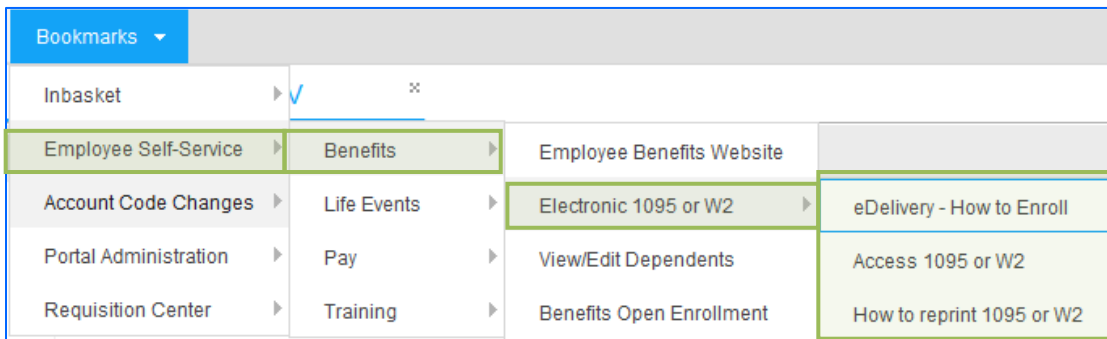✓ People – GHR Talent Management

When the house is blue, the user is in the home page and has not yet selected a module.

Click either the globe or people icon to access the desired module.
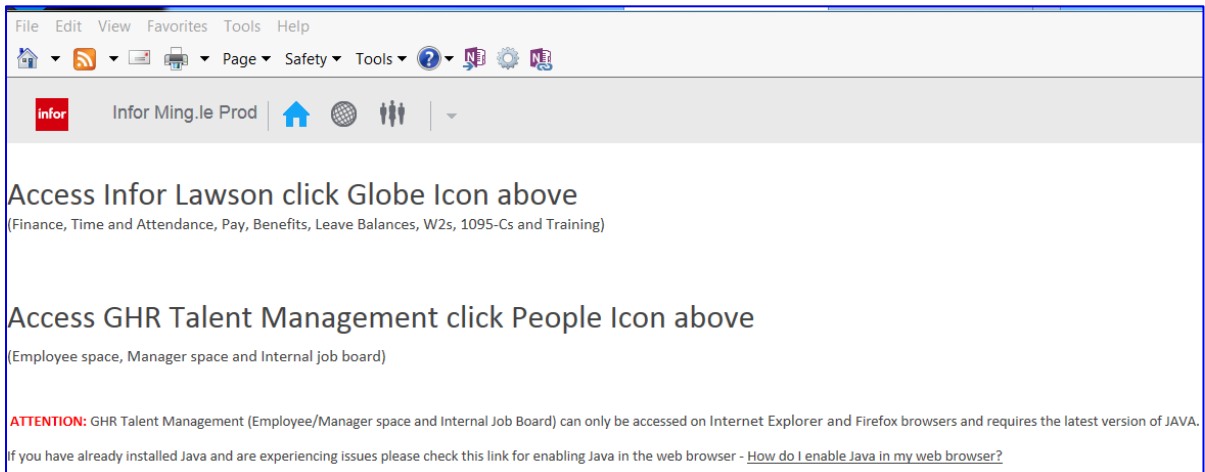
6. Bookmarks

Bookmarks in V10 are displayed in a waterfall effect.   Anywhere a right arrow is displayed, additional options are available.
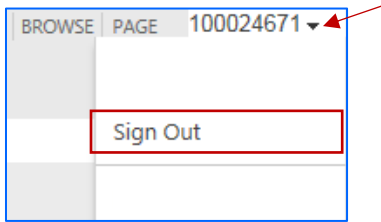

7. Job Aids and Training Updates

All Finance related FAQs, Job Aids, Guidelines and Training can be found in the Financial Services Resource Center on The Commons.   Links to updated documents related to the procurement module follow:

✓ Purchasing Guidelines and Job Aids – QRGs for Requisitions as well as Requisition Approval and Invoice Approval Processes have been updated.
✓ Requisition/Invoice Approval – 15 minute E-Learning Course Update

8. Logout

Select Drop-down arrow next to employee id to sign out.

Follow prompt to complete sign-out.

Infor Ming.le Sign out

Sign Out: Close Browser To Complete Sign Out
You must close your browser to complete the sign out process.