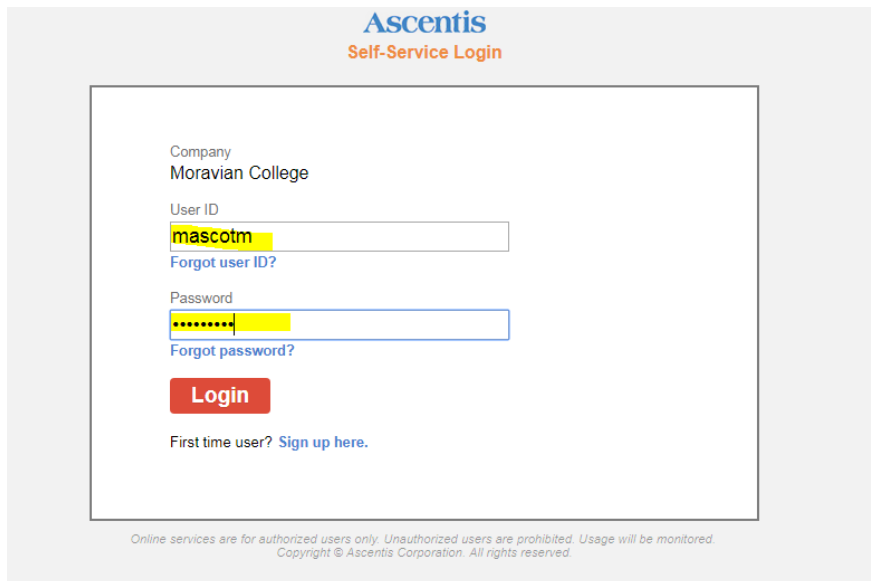


## HOW TO LOGIN

1. Go to: <https://selfservice.ascentis.com/MoravianCollege>
2. Type in Net ID username and password (This is the username and password you use to log into the computer. Your network ID is either your 'me' account or your last name first initial)



Ascentis  
Self-Service Login

Company  
Moravian College

User ID  
mascotm  
[Forgot user ID?](#)

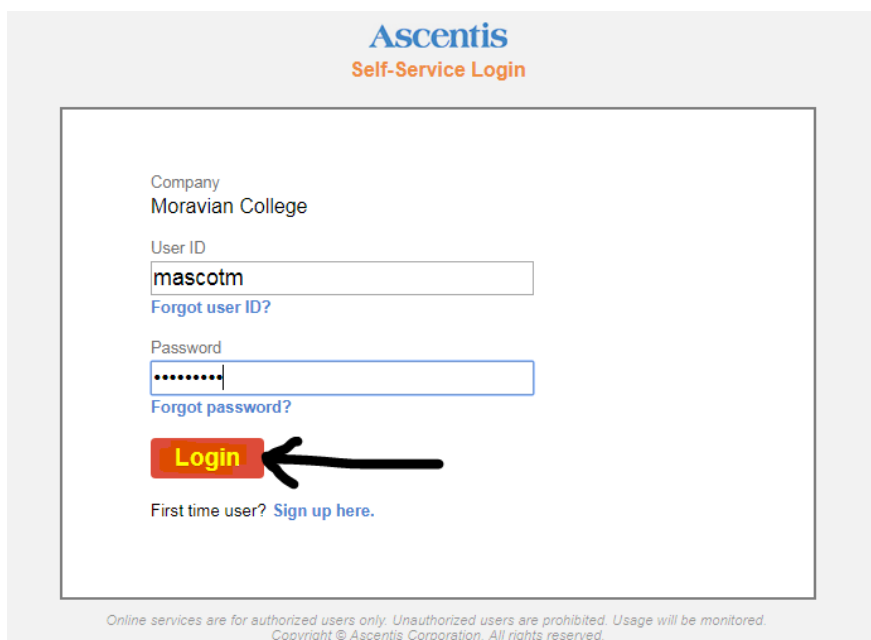
Password  
.....  
[Forgot password?](#)

**Login**

First time user? [Sign up here.](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.  
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3. Click on “Login”



Ascentis  
Self-Service Login

Company  
Moravian College

User ID  
mascotm  
[Forgot user ID?](#)

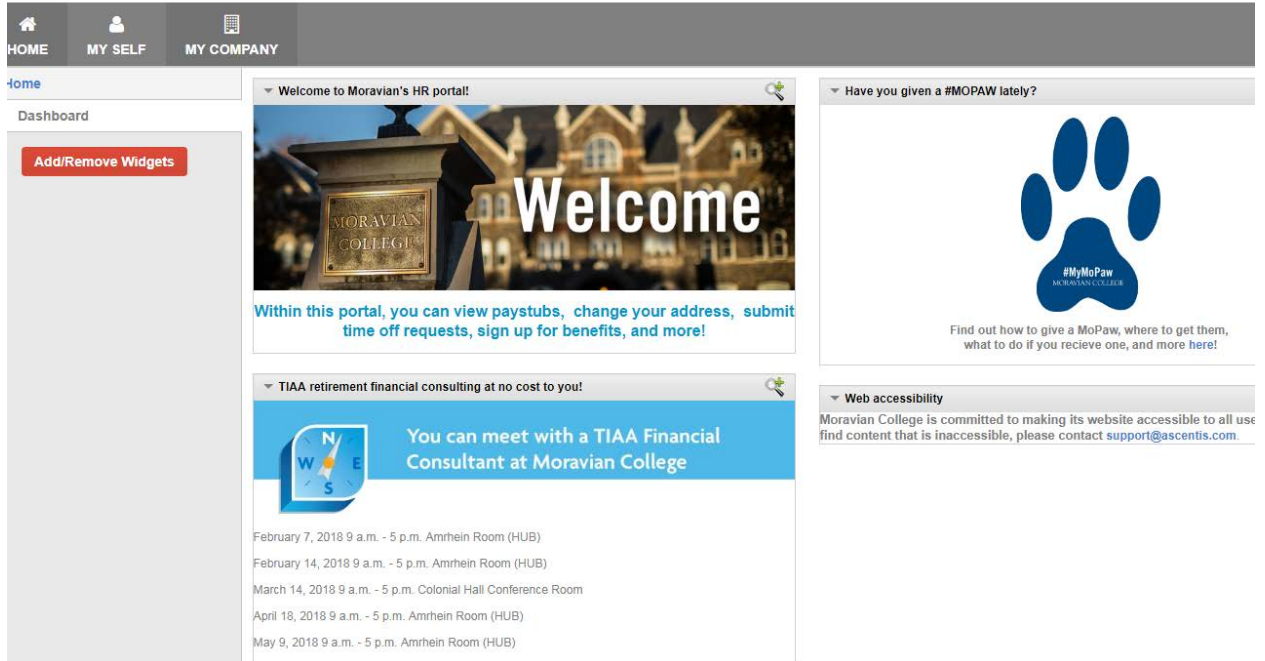
Password  
.....  
[Forgot password?](#)

**Login**

First time user? [Sign up here.](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.  
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## 4. You now have access to your employee self-service



The screenshot shows the Moravian College HR portal dashboard. At the top, there is a navigation bar with three tabs: HOME, MY SELF, and MY COMPANY. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a sidebar with a 'Dashboard' heading and an 'Add/Remove Widgets' button. The main content area features a large 'Welcome' banner with a background image of a building and a sign that says 'MORAVIAN COLLEGE'. Below the banner, there is a text box that reads: 'Within this portal, you can view paystubs, change your address, submit time off requests, sign up for benefits, and more!'. To the right of the banner, there is a section titled 'Have you given a #MOPAW lately?' featuring a blue paw print logo with the text '#MyMoPaw MORAVIAN COLLEGE' and a link to find out how to give a MoPaw. Below the banner, there is a section titled 'TIAA retirement financial consulting at no cost to you!' with a blue header and a list of dates and times for meetings: February 7, 2018 9 a.m. - 5 p.m. Amrhein Room (HUB); February 14, 2018 9 a.m. - 5 p.m. Amrhein Room (HUB); March 14, 2018 9 a.m. - 5 p.m. Colonial Hall Conference Room; April 18, 2018 9 a.m. - 5 p.m. Amrhein Room (HUB); and May 9, 2018 9 a.m. - 5 p.m. Amrhein Room (HUB). At the bottom right, there is a section titled 'Web accessibility' with a link to support@ascentis.com.

Should you require assistance using these instructions or employee self-service in general, please contact [HR@moravian.edu](mailto:HR@moravian.edu) or call 610-861-1527.