How to set up your Employee Portal

1) Make sure you have your **date of birth (DOB)**, residential **postal code** and **employee ID number** handy because you will need them to create your account.

2) Access the "Concordia NetName" page via this link: https://fcms.concordia.ca/netname/net01.asp

3) Fill in the blanks of the "Employee Account Management" section and check mark "yes" to acknowledge the terms & conditions of that section only. Click Submit.

   Some instructions will be given regarding an appropriate NetName and other personal information needed to open your employee electronic documents from the Portal. Your password should contain 8 characters, including at least 1 capital letter and 1 number.

4) Once you have created your new Netname and Password, click on the link below to log in to your employee portal: https://www.myconcordia.ca/

5) If you receive an error message, please contact Human Resources at 514-848-2424, ext. 3666.

HOW TO ACCESS:

Paystubs
Once you log in, click on "Employee Services" > "My HR Profile" > "my empath" > "earnings" > "paystubs"– all available paystubs will be displayed.

Tax slips
Once you log in, click on "Employee Services" > "Staff Services" > "tax slips" – all available tax slips will be displayed.

Change of Address
Once you log in, click on "Employee Self Service" >"My HR Profile" > "my empath" > "personal" > "contacts". Make all necessary changes and click on OK.

If you have any questions about this process, you can contact the HR reception desk at 514-848-2424, ext. 3666 or the IITS Help Line at 514-848-2424, ext. 7613.