Single Sign On Instructions

You will need the following information, which may be obtained from your hiring division HR/Payroll office:

- UIN (Universal Identification Number)
- Social Security Number
- Adloc (number that identifies your work location as it refers to payroll)

1) Access SSO online: https://sso.tamus.edu
2) Click on "New Employees-Set up Password"
3) Follow the steps in the SSO Wizard to set your password
4) Return to the SSO Main Menu and select desired section:
   - SSO – to update or edit preferred email address
     1. Click on “Profile”
   - iBenefits – allows you to make benefit selections
   - TrainTraq – access online required training
   - TimeTraq – access to submit and approve timesheets
   - HRConnect – payroll, benefit and personal data
     1. To receive your W-2, make changes to your W-4 and edit direct deposit options, click the "My Payroll" tab.
     2. To edit your personal, work or emergency contact information, click the "My Personal Data" tab.

TRAINING REQUIREMENTS

Ethics (#99001) Upon employment. Repeat every two years.
Discrimination Free Workplace (#99002) Upon employment. Repeat every two years.
Information Security Awareness (#3001) Upon employment. Repeat every two years.
Reporting Fraud, Waste, and Abuse (#99003) Upon employment. Repeat every four years.
Orientation to the A&M System (#99004) Upon employment
 Responsible Conduct in Research (#211131) Required of graduate assistants and post-doctorate employees.
Financial Conflict of Interest in Research (#2111716) Required of graduate assistants and employees in a PI eligible position upon employment. Repeat every four years.