



## **Ascentis Employee Self-Service Instructions**

Hancock Health is happy to serve you with our Employee Self-Service (ESS) System in the Human Resources Secure Portal, ASCENTIS! Employee Self-Service (ESS) will give you access to manage personal information, company information and benefits which means the elimination of some paperwork and better efficiencies for all of us. Plus, it will contain ever changing information and fun items.

You'll find ESS links under managed bookmarks on your internet browser on our Network computers. The links below are available for you to use anywhere you may be - on your home computer and even your mobile devices.

**Hancock Regional Hospital Associates:**

<https://selfservice.ascentis.com/HancockRegionalHospital>

**Hancock Physician Network Associates:**

<https://selfservice.ascentis.com/HancockPhysicianNetwork>

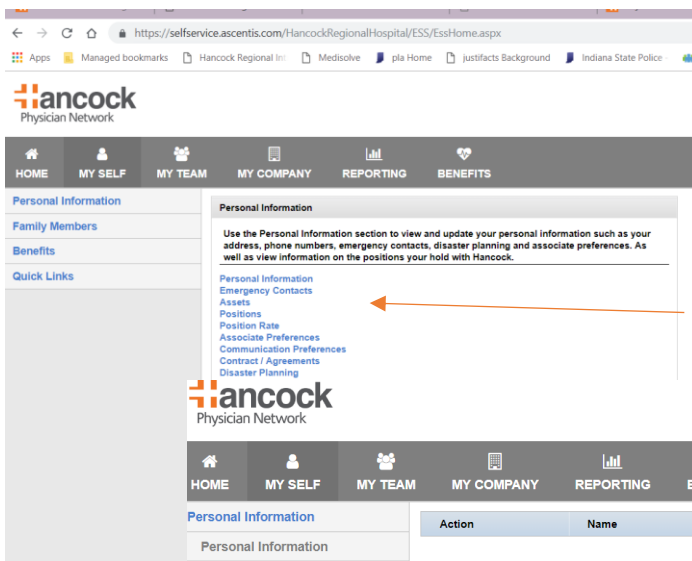
*To get started enter your network username (User ID) and password. This is the same username and password that you would use for Meditech, Outlook Email, and other Hancock applications.*

A screenshot of the Ascentis Self-Service Login web form. The header shows the 'Ascentis' logo in blue and 'Self-Service Login' in orange. The form is enclosed in a light grey border and contains the following elements: a 'Company' dropdown menu with 'Hancock Regional Hospital' selected; a 'User ID' text input field with a 'Forgot user ID?' link below it; a 'Password' text input field with a 'Forgot password?' link below it; a red 'Login' button; and a link for 'First time user? Sign up here.' At the bottom, a small grey footer contains the text: 'Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright© Ascentis Corporation. All rights reserved.'

Please note - if you forget your password at any time you MUST use the SMOP (Self-Management of Passwords) to reset your password or contact Information Services. <https://smop.hancockregional.org/showLogin.cc>

Once you have logged onto ESS, please take the time to review your information to ensure we have your correct personal information. Please update the following tabs:

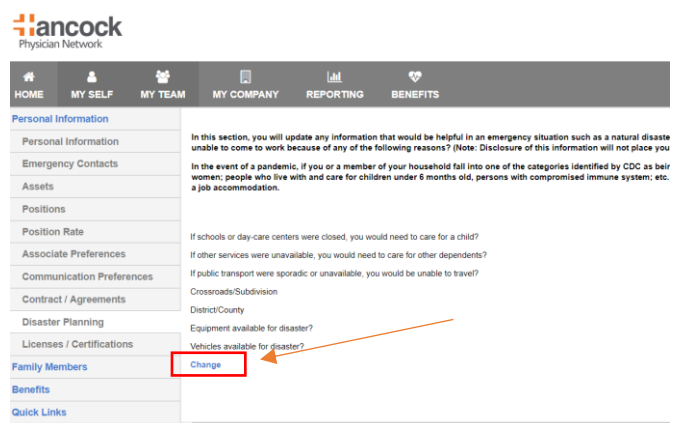
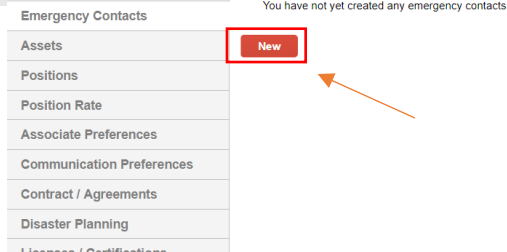
- Personal Information
- Emergency Contacts
- Associate Preferences
- Communication Preferences
- Disaster Planning
- Work Phone Number



Most information you'll be able to change and save, eliminating the need to submit paperwork.

To make changes, go to the "My Self" tab and click on the section you would like to update.

Click on "New" or "Change"



Then you will make the necessary additions or edits and click “Save”.

The top screenshot shows the Hancock Physician Network self-service portal. The user is logged in as John Doe, a father. The form includes fields for Name, Relationship, Home Phone, Work Phone, and Other Phone. The 'Save Changes' button is highlighted with a red box and an arrow. The bottom screenshot shows the same form with additional questions about child care, public transport, and disaster equipment/vehicles. The 'Save' button is highlighted with a red box and an arrow.

**Hancock Physician Network**

HOME MY SELF MY TEAM MY COMPANY REPORTING BENEFITS

**Personal Information**

Personal Information \*Name John Doe \*Relationship father

Emergency Contacts Home Phone (317) 555-5555 Work Phone (765) 555-5555 Other Phone

Assets Positions Position Rate Associate Preferences Communication Preferences

**Save Changes** Cancel

Please enter all fields having a red label and \*

**Hancock Physician Network**

HOME MY SELF MY TEAM MY COMPANY REPORTING BENEFITS

**Personal Information**

Personal Information

Emergency Contacts

Assets

Positions

Position Rate

Associate Preferences

If schools or day-care centers were closed, you would need to care for a child? ☐ No ☒ Yes

If other services were unavailable, you would need to care for other dependents? ☐ No ☒ Yes

If public transport were sporadic or unavailable, you would be unable to travel? ☐ No ☒ Yes

Crossroads/Subdivision State Road 9 and 40

District/County Hancock

Equipment available for disaster? snow plow

Vehicles available for disaster? Ford F150

**Save** Cancel

This will save your changes and alert those that need to know and/or approve. Saving everyone time!

This system is available to you anywhere you have access to the Internet, which should add a level of convenience allowing you to view and update personal information anywhere and at any time. So, save it to your favorites, bookmark it, save it to your phone's home screen, whatever you are comfortable with using.

Human Resources is also excited to let you know that throughout the year we will be implementing even more features to the ESS system, such as benefit open enrollment, performance management and benefit management.

Please let us know if you have any questions or ideas to improve our portal.