The SNAP Employee Portal Is Changing!

As of July 21, 2018, your SNAP login page will appear different. **Your login will also change to match your BHSU email username and password.** The URL to access SNAP will remain unchanged: https://snap.sdbor.edu

The new login format is a move to unify the login process across multiple campuses and multiple campus systems.

Logging on to SNAP starting July 21, 2018:

1. USERNAME: Use your full BHSU email as your username. For example:

    Staff/Faculty: jane.doe@bhsu.edu
    Student employee: john.doe@yellowjackets.bhsu.edu

2. PASSWORD: will be the <u>same that you use to login to BHSU computer systems</u>.

Trouble signing in?

1. Please verify that you are using the full BHSU email address.

2. If you are unsure of your campus computer password OR username please contact the BHSU Help Desk for a password reset or assistance:

    BHSUhelpdesk@bhsu.edu
    Phone: 605-642-6580

3. You may need clear browser cookies and restart your internet browser. If you need assistance with this, or it does not resolve your issue please contact the <u>BHSU Help Desk</u> for assistance (see contact information in step #2 above).

Navigating the Portal:

Navigation will be slightly different in the updated SNAP portal, but has a very similar feel. The "tabs" have been replaced by left side menu options for better performance on mobile devices.

The available information and access to systems remains basically the same. For example, on the "Employee" screen, you will still have access to the following "channels":

1) Timesheets   (for assistance, contact HR/Payroll @ 642-6549)
2) Leave Requests   (for assistance, contact HR/Payroll @ 642-6549)
3) Effort Certification   (for assistance, contact Sponsored Programs @ 642-6542)
4) Employment Details (i.e. Direct Deposit information, W-2 and W-4, Pay Stubs, Benefit elections, etc.)

(The screen shot below is from the test portal. The final production version, or how it displays on your browser, may vary.)