

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 same that you use to login to BHSU computer systems.

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 BHSU Help Desk 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 The “tabs” have been replaced by left side menu options for better performance on mobile devices.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.)

The screenshot displays the SNAP South Dakota System Navigation Access Portal. The main content area is titled "EMPLOYEE" and contains several sections:

- LUMINIS ANNOUNCEMENTS:** A table with columns for Subject, Preview, and Hide. The subject is "Welcome to the new SNAP!" and the preview text is "While SNAP looks different, the data...". The delivery date is "Jun 8, 2018".
- LEAVE REQUEST:** A section with links for "SDBOR Leave Request System (PROD)" and "TEST SDBOR Leave Request System (TEST) (SSO)". It also includes links for "Employee Training Manual", "Supervisor Training Manual", and "Leave Request Prev. Guide".
- EMPLOYEE TRAVEL FORMS:** A section with links for "Employee Travel Procedures" and "Common Travel Voucher" (updated 9/26/2016).
- TIME REPORTING:** A section with a "Time Sheet" table. The table has columns for "Time Sheet" and "Monthly - [Month], Due Date: [Date]". The rows are: "Monthly - 12, Due Date: Dec 20, 2018", "Monthly - 11, Due Date: Nov 21, 2018", and "Monthly - 10, Due Date: Oct 22, 2018".
- EFFORT CERTIFICATION:** A section with links for "TEST Effort Certification (MEP+SDBU) (Banner 9)", "TEST Effort Certification (MEP+SDSU) (Banner 9)", and "TEST Effort Certification (MEP+USDJ) (Banner 9)".
- EMPLOYMENT DETAILS:** A section with links for "Benefits", "Direct Deposit", and "Pay Stub".

Red boxes and arrows highlight the following channels:

- Employee Screen:** The main content area.
- Timesheets:** The Time Reporting section.
- Leave Requests:** The Leave Request section.
- Effort Certification:** The Effort Certification section.
- Employment Details:** The Employment Details section.