

# Employee Web Log-in Instructions

Go to: [www.irsc.edu](http://www.irsc.edu) (IRSC home page)

Scroll down

and click on: **Faculty & Staff** (bottom right corner of the screen)

In the Resources area, click on: [Employee Information](#).

## **Employee Logon:**

**User Id:** This is the same as your **e-mail user id** without the @irsc.edu.

([ksmith@irsc.edu](mailto:ksmith@irsc.edu) = ksmith)

### **Default Password:**

This is a system generated password that is e-mailed to your IRSC e-mail account when your access has been added to the Mariner Web System. During initial logon, the system will prompt you to change your password. Then, you will be required to log in again using your new password. The password must be 8 - 16 characters in length and consist of a combination of at least three of the following criteria:

- Upper case letters
- Lower case letters
- Numbers
- Special characters @ - # \$ % & ! \* + = ( ) ? : ;

The system will require the password to be changed every 40 days and you will not be permitted to reuse any recently used passwords.

### **Reset Password Information:**

This is an initial setup process to be used in the event you forget your password. When you use the reset option, a system generated password will be e-mailed to your IRSC e-mail account.

Select and complete a series of questions/answers to be used as identification validation for resetting your password. The answer area is case sensitive. When complete, click on 'Submit' at the bottom of the screen.

If you have questions or problems you can contact us by emailing [ESOperations@irsc.edu](mailto:ESOperations@irsc.edu).

## **Employee Home Page** – used to access the following:

- web grading
- class rosters
- paystub information
- leave balances
- batch reports
- update personal information

Always remember to logoff when exiting the Employee Home Page.