

Current Employees Login, Updated 3/11/20, by SThacker

## SuccessFactors (SF): Current Employee Login

**Instructions for:** Logging into SuccessFactors (SF)

Must be upper case!

**What you need to know prior:** Username (NALclocknumber) and Password (type “Changeme” along with the “last 4 digits” of your social security number with no spaces. **Example:** Changeme1111)

**Tools needed:** Internet connection

**Recommended for:** All current employees that didn’t start SuccessFactors during Onboarding.

**SF Login will not be ready until March 19, 2020.**

1. Copy and paste the following url to Internet Explorer:

<https://performancemanager4.successfactors.com/sf/start#/login>

2. When first going in enter the Company ID: **nalP** (case sensitive)



3. Enter your username NAL(clock number) Ex: NAL123456 (case sensitive, NAL must be capitalized). Your password will be “Changeme” plus “last digits” of your social security number with no spaces. If this does not work enter the password that was given to you either during training or by HR.

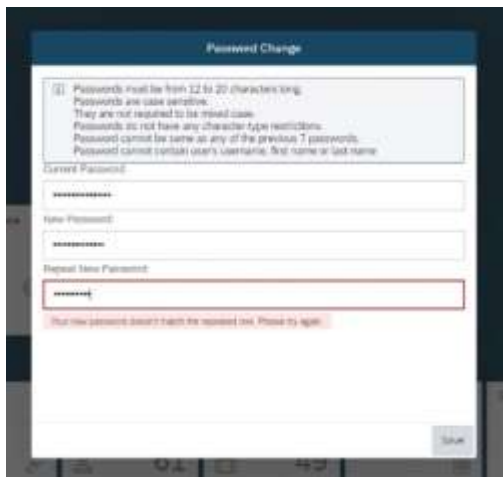


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4. Set your three security questions. You must use 3 different security questions.



5. You will then be prompted to change your password. Must be at least 12 characters long. If you have a computer login for NAL it might be helpful to use the same login.



6. You should now be logged into SuccessFactors.