
Guideline for Secure Access and use of Employee Self Service Application

FMS project is transitioning various HR and Finance processes from Kent County internal systems to Advantage360 portal that resides in the cloud(Internet). Employees will now be able to use the new system from anywhere, at any time and will have access to extra personal information which should be safeguarded.

Here are a few guidelines that should be followed to help keep your information safe:

- Every user will have a login username in a form of first initial, middle initial, last name – i.e John Adam Smith will be jasmith@kentcountymi.gov
- A secure, complex password that is different from any of your current passwords is suggested. Create a password that is at least 10 characters long, using capital and lower case letters, numbers and special characters. Avoid using plain dictionary words and especially avoid using 'password', 'letmein', or easily guessed words.
- Avoid using public or non-secure wireless networks that are available at such establishments as coffee shops, hotels and malls. Rule of thumb – if you're not sure if it is secure, don't use it.
- If accessing Employee Self Service from home please make sure to keep your system updated and that you're using a current anti-virus/anti-spyware solution.
- Please make sure you ALWAYS log out when you're done using ESS and close the browser.
- If you allow others to view your information, make sure they know and follow the guidelines in this document.
- If you have problems with your personal systems and accessing Employee Self Service, please refer to the FAQ pages at www.accesskent.com/a360.
- Remember, as a Kent County Employee, there will be access to the Employee Self Service application on Kent County supplied systems. These systems are maintained regularly and have the appropriate network and system security applications. If there are problems with your work equipment, please call extension 6600 and the IT Service Desk will assist you.