



Acuren HRIS

- How to Log In & The HRIS Portal -

**Strictly Confidential**

# Online Access

- Acuren HRIS is a web-based platform
- It is always available, and accessible from any device (computer, tablet, phone) and any browser
- Logging in requires:
  - Username
  - Password
- Start by navigating to the site (bookmark the URL below!)

<https://hris.acuren.com>



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# Initial Login

- Your user name was mailed to your home address and emailed to your email address on file
- If you have not received your user name by start of 2019, please email [hrtech@acuren.com](mailto:hrtech@acuren.com)
- Your initial password is your birthdate in the format of mmddyyyy
- When logging in for the first time, you'll be prompted to create a new password



The screenshot shows the ACUREN login interface. At the top is the ACUREN logo, which consists of a blue square with white curved lines and the word "ACUREN" in bold black letters. Below the logo is a "Log In" section with two input fields: "User Name" and "Password". There is a link for "Forgot your password?" and a "Log In" button. At the bottom, there is a note about browser compatibility: "For an optimal experience, use these browsers: Internet Explorer 11.0 Firefox 61.0 Chrome 69.0. Unexpected results may occur when using other browsers."

# Password Creation

- Your information security is important so Acuren HRIS requires a strong password:
  - 8-50 characters in length
  - At least 1 uppercase letter
  - At least 1 lowercase letter
  - At least 1 number
  - At least 1 special character, such as punctuation
- As an added measure of security you will be prompted to update your password every few months



## Change Password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:

Password length: 8-50  
Letters: 2  
    Uppercase: 1  
    Lowercase: 1  
Numbers: 1  
Special characters: 1 (Examples: !@#\$%^&\*()\_ -+=  
{}|/!,:;"'<>./~)

Current Password

New Password

Confirm Password

# About the Portal

- The first thing you see when logging into Acuren HRIS is the Portal, an internal corporate home page controlled by Human Resources
- The Portal is a communication channel where you will find company news, events, and updates
- You will also find important and relevant links, providing quick access to your pay stubs, benefits, and vacation accruals
- If there's something you'd like to see here, let us know at [hrtech@acuren.com](mailto:hrtech@acuren.com)!



# The Portal

The screenshot shows the Acuren HRIS portal interface. At the top, there is a navigation bar with the Acuren logo, the user name 'Jeffrey Ryan', and links for 'Help' and 'Logout'. A search bar is located on the right side of the navigation bar. The main content area is divided into several sections:

- Jeffrey Ryan** (MGR Cont. Improvement):
  - Pay**: [Current Pay Statement](#), [Pay History](#), [YTD Summary](#)
  - Benefits and PTO**: [Current Benefits Summary](#), [Beneficiaries and Dependants](#)
  - Human Resources News**: No Content Available
  - Human Resources Policies - Canada**: [Service Awards - December 2018](#), [Golden Rules](#), [Respectful Workplace](#), [More](#)
- News & Updates**:
  - Message from Peter Scannell**: A message from Peter Scannell regarding the new Acuren HRIS system, its benefits, and contact information for questions.
- Company News**:
  - [Details of the Recent Skystone Acquisition](#)
  - [Check Out Acuren's Current Hot Jobs](#)
- Company Links**:
  - [Acuren LinkedIn Page](#)
  - [Acuren Facebook Page](#)
  - [Acuren YouTube Channel](#)
  - [Acuren Website](#)
  - [Slack Instant Messaging](#)

At the bottom of the page, there is a 'Recently Visited' section showing a link to 'Name, Address, and Teleph...'.

- The portal can change from day to day so make sure to check in for what's current



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# The Portal

The screenshot shows the Acuren employee portal for Jeffrey Ryan. The interface includes a top navigation bar with the Acuren logo, user name, and search bar. The main content area is divided into several sections:

- Left Sidebar:** Personalized links for Jeffrey Ryan (MGR Cont. Improvement), including Pay (Current Pay Statement, Pay History, YTD Summary), Benefits and PTO (Current Benefits Summary, Beneficiaries and Dependants), Human Resources News (No Content Available), Human Resources Policies - Canada (Service Awards - December 2018, Golden Rules, Respectful Workplace), and a 'More' link.
- News & Updates:** A message from Peter Scannell regarding the new Acuren HRIS system, which provides anytime, anywhere access to HR, payroll, and benefits information. It also mentions that Acuren HRIS is powered by UltiPro.
- Company News:** Details of the Recent Skystone Acquisition and a link to Check Out Acuren's Current Hot Jobs.
- Company Links:** Links to Acuren's LinkedIn Page, Facebook Page, YouTube Channel, Website, and Slack Instant Messaging.

Callouts point to these sections with the following descriptions:

- Important and relevant personalized links:** Points to the left sidebar.
- Company news, events and updates:** Points to the News & Updates section.
- Links to other important corporate information:** Points to the Company Links section.

At the bottom, there is a 'Recently Visited' section with a link to 'Name, Address, and Teleph...'.

- The portal is North American but some content is customized by country so employee views **will** vary

# Where to Find More Information

- Your local HR and Payroll Administrators are here to help and can answer many of your questions
- Helpful links, training videos, and documentation are on the web at [Acuren HRIS Information Online](#)
- Attend a live web session / conference call, schedule [here](#)
- Or email [hrtech@acuren.com](mailto:hrtech@acuren.com)



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