

## Signing In and Out Lesson

Step	Action
1.	To sign onto the system you will first need to go to the web site <a href="http://link.ne.gov/">http://link.ne.gov/</a> ( <b>do not use www</b> ).
2.	Click the <b>Payroll &amp; Financial Center</b> link or icon.
3.	When you sign onto the Payroll & Financial Center you will need to be sure you type your User ID and your password correctly. If you enter it incorrectly three times in a row the system disables your User ID. If that happens contact the Help Desk (1-800-982-2468 or 402-471-4636) to restore it.
4.	Enter your User ID in the <b>User ID</b> field.
5.	Enter your password in the <b>Password</b> field.
6.	Click the <b>Sign In</b> button. 
7.	You have successfully signed into the Payroll & Financial Center. It is important you follow proper procedure when signing out.  When signing out <b>DO NOT</b> click the "X" in the upper right hand corner of your browser. Doing so could lead to a security risk and could cause you problems when trying to sign in again.
8.	The proper procedure to sign out is to click the <b>Sign Out</b> link in the upper right hand corner. 
9.	You have successfully completed this lesson. <b>End of Procedure.</b>