Key Things to Remember When Using the CAPPS Website	
Overview:	Centralized Accounting Payroll/Personnel System (CAPPS) website provides Health and Human Services (HHS) employees with direct access to human resources (HR) information. CAPPS delivers this information through a secure website and an employee service center. The CAPPS website is the online tool available to HHS employees and external applicants to locate information and perform HR related transactions. The CAPPS website is available to you 24 hours a day, 7 days a week from the Internet or the HHS Intranet.

Logging Into CAPPS For The First Time	
Step 1 of 7:	Enter https://hrportal.hhsc.state.tx.us into the address field in your web browser. The CAPPS Warning page displays.
Step 2 of 7:	On the CAPPS Warning page, you see a message explaining the CAPPS website is restricted to authorized users only. Once you have read the statement, select the **I Agree** button to continue.
Step 3 of 7:	The first time you enter the CAPPS website, select the **Logging in for the first time** link located below the Employee ID and Password fields. Your are first asked to enter your Employee ID. Your Employee ID is provided by your manager on your first day. If you cannot find your Employee ID, contact your manager or the Service Center at 1-888-TX-HHS-HR (1-888-894-4747) or TTY (1-866-839-2747).
Step 4 of 7:	Select the Submit button.
Step 5 of 7:	You will then be asked a series of security questions. Enter the answer to each question and select the Submit button after each response.

Step 6 of 7:	Select a password and enter it in the first field and then confirm your password by re-entering it into the second field. For security reasons, your password must follow these rules:
	
	 - Must be a minimum of 8 characters in length
	 - Can be any combination of:
	      - letters (A-Z, a-z)
	      - at least 2 numbers (0-9)
	      - at least 1 symbol (!,@,#,$,%,^,&,*,?)

Step 7 of 7:	Select the Submit button to save your password.

Overview of CAPPS Home Page	
Global Navigation	The Global Navigation Menu is on the top of your screen just below the CAPPS logo and stays there as you move to other screens in the CAPPS website. Select **Home** to return to the CAPPS Home page.
Left Navigation	The **Menu** is located on the left side of your screen. Similar to the Global Navigation Menu, the **Menu** remains on screen as you navigate between the menu items. The **Menu** links differ depending on the CAPPS role(s) assigned to you.
Service Center Featured Links	The **Service Center Featured Links** section is located directly above the Service Center News section. The **Featured Links** section provides quick access to the most commonly used policies, information and forms.
Service Center News	The **Service Center News** section is located below the Service Center Featured Links. This section contains recent HR related news and information regarding CAPPS and the HHS system. You can view the news articles by selecting the links located within the section. To see prior articles, select View All Articles and Sections.
I Want To…	The **I want to…** section is located in the upper right hand corner of your screen. This section also provides links for quick access to specific CAPPS employee features.
Help Resources	The **Help Resources** section is located in the top right corner. This section provides you with a variety of help resources and tools, including contact information for the Service Center, numerous job aides and tutorials.
Quick Links	The **Quick Links** section is located in the bottom right hand corner of your screen. **Quick Links** provides fast access to HHS related websites that are located outside of CAPPS.
Employee Directory	You can search the **Employee Directory** for HHS employee job titles, departments, and contact information.

	Standard Controls and Buttons
Pointing Finger	Indicates that the menu item or words on screen are a link to another screen. Select the link to navigate to the desired area.
Link	Underlined text indicates a link to a site, file, or category.
Tab	The Tab key on your keyboard allows you to navigate the Home page sections and menus by pressing Tab.
Maximize Icon	Increases/opens a window that has been previously minimized.
Minimize Icon	Decreases a window so it is no longer seen. Re-selecting a minimized item on the toolbar allows the window to display again.
Close	This closes the window without logging you out. Any unsaved data or incomplete transactions will be lost.
Logout Button	Allows the user to log off the system at any time. Any unsaved data or incomplete transactions will be lost. Always log out of the system when you are done.
Arrow	An arrow indicates there is more information. Selecting the arrow will display the additional information.
Radio Button	A circle that turns dark when you select it, indicating you have made a selection.
Check Box	A box that displays a checkmark when you select it.
Dropdown Box	A field that has a list of options from which to choose. Select the arrow to view options in the dropdown menu and make a selection.
Cancel	Cancels a transaction and returns the user to the previous screen.
Change Text Size	Opens a window with instructions on how to enlarge the text on the screen.