

DayForce Sign in Process (Application)

Use the following instructions to connect to Dayforce using Single Sign On (SSO)

1. Go to Dayforce login Page, via managed bookmarks folder.

**Please note - The Dayforce SSO URL is the following: <u>https://sso.dayforcehcm.com/eastersealsnh</u>



2. If you are not connected to the Easterseals Network, you will be prompted to enter your password and authenticate yourself, see below.

Microsoft	Microsoft	Microsoft
Pick an account	tsorensen@eastersealsnh.org	tsorensen@eastersealsnh.org
	Enter password	Approve sign in request
tsorensen@eastersealsnh.org		Open your Microsoft Authenticator app and approve the request to sign in.
	Forgot my password	Don't ask again for 14 days
+ Use another account	Sign in with another account	More information
	Sign in	Cancel

3. If connected to the network, you will automatically be redirected to the 'Select Role' Screen, bypassing the initial log in page.

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			Select Role					
			Employee					
			O IT Client Administrator					
			Next					

4. Then you can access Dayforce as you normally would

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Pend	ing Actions						V	iew all actions in Message Cr	enter			

5. If you experience any error messages or inability to login, please contact the IT Help Desk