

**Topics Covered:**

- Logging-in to MyHRConnection ([Section 1](#))
- How to change your password ([Section 2](#))
- Setting your security questions ([Section 3](#))
- How to reset your password ([Section 4](#))



**Where Do I Start?**

**Option A:**

At your computer workstation :

**Step 1**

Open **Internet Explorer**.

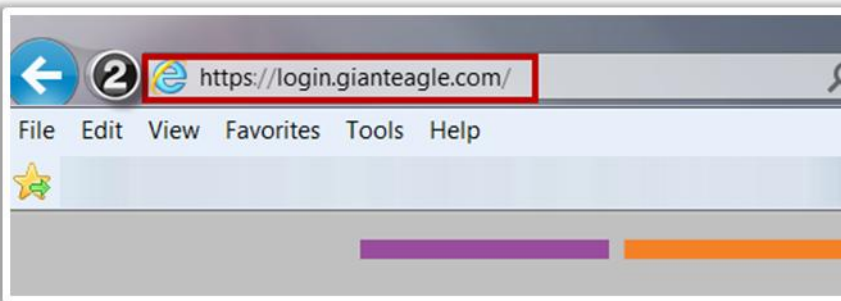
**Step 2**

Click the **Navigate To** tab in GE Central.

**Step 3**

Click the **MyHRConnection** link in the drop-down menu.

The login screen for MyHRConnection is displayed.

**Option B:**

Any computer with Internet access.

**Step 1**

Open **Internet Explorer**, or another **Web Browser** (i.e., Mozilla Firefox, Google Chrome, Safari).

**Step 2**

Type the **login.gianteagle.com** in the URL bar.

The login screen for MyHRConnection is displayed.

## Section 1



## Logging In

### Step 1

Enter your seven-digit Team Member ID Number in the **User ID** field.

### Step 2

Enter your **Password**.

### Step 3

Click **Login**.

The home page for MyHRConnection is displayed.

## Section 2

### Changing your password

**Note:** The first time you successfully login to the application you are presented with the Your password has expired screen.

Click on **Click here to change your password.**

The screenshot shows a web form titled "Change your Password" with a red header bar. The header text reads: "Password Reset Page: Your password has expired, please reset your password now". Below the header, the form asks the user to "Change your Password" and includes a note: "When resetting your password please remember that it must adhere to the [Giant Eagle Password Policy](#). Your password will not successfully reset if it does not follow the policy." The form contains three input fields: "Current Portal Password", "New Password", and "Confirm Password". A red box highlights the "New Password" field, and a red box highlights the "Confirm Password" field. A red box also highlights the "Reset Your Password" button. Seven numbered callouts (4-7) with arrows point to the following elements: 4 points to the "Current Portal Password" field; 5 points to the "New Password" field; 6 points to the "Confirm Password" field; 7 points to the "Reset Your Password" button. Below the input fields, there is a section titled "Does your password pass Giant Eagle's Password Policy?" with five checkboxes: "Password is at least 7 characters in length", "Password begins with a letter either upper or lower case (Aa)", "Password contains an upper case letter (ABC)", "Password contains a lower case letter (abc)", and "You've entered matching passwords in the New and Confirm Password Fields". At the bottom of the form, there is a link: "Still having problems? Contact MyHRConnection at 1-888-892-2248 for assistance."

#### Step 4

Re-enter the same password as initial login screen in the **Current Portal Password** field.

#### Step 5

Enter a new password in the **New Password** field that meets the criteria listed below. Boxes below will turn Green as validated content requirements are met.

#### Step 6

Confirm your new password by re-entering the new password in the **Confirm Password** field.

#### Step 7

Once all criteria has been met, click **Reset Your Password.**

## Section 3

## Setting Security Questions

**Note:** The first time you successfully login to the application you will be asked to set three challenge questions.

Please select three questions and provide answers for the questions you have selected. Please make sure to select questions that you will be able to remember the answer to because these questions will be used to validate your identity if you either forget or need to reset your password. Please make sure to select three different questions. The answers you provide are not case sensitive.

**8** First Question  
• [Please Choose] [v]  
[ ]

**9** Second Question  
• [Please Choose] [v]  
[ ]

Third Question  
• [Please Choose] [v]  
[ ]

Save **10**

### Step 8

Select the drop down box for **First Question** and select a question from the list.

Enter your answer to the question in the text box below the question.

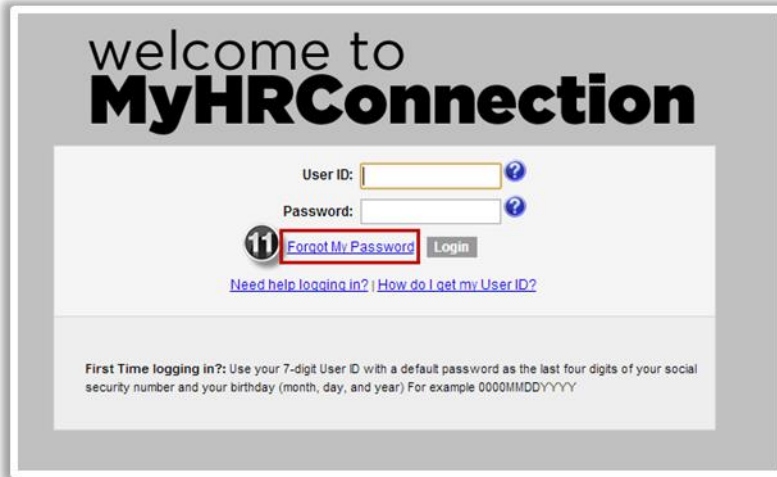
### Step 9

Repeat this process and select a different question for Questions Two and Three.

### Step 10

Once complete, click **Save**.

## Section 4



## Resetting your password

If you forget your password, you can reset it by answering the challenge questions.

### Step 11

Click on the **Forgot My Password** link.

### Step 12

Enter your **User Name**.

### Step 13

Click on the **Answer My Questions** link.

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Answer the following:  
Please answer the following questions that you've selected whenever you registered your account so that we can reset your password.

What is your paternal grandmother's first name?  
\*

What year did you graduate from high school - YYYY?  
\*

What is your maternal grandfather's first name?  
\*

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Change your Password  
When resetting your password please remember that it must adhere to the [Giant Eagle Password Policy](#). Your password will not successfully reset if it does not follow the policy.

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New Password: \*

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Confirm Password: \*

Does your password pass Giant Eagle's Password Policy?

- Password is at least 7 characters in length
- Password begins with a letter either upper or lower case (Aa)
- Password contains an upper case letter (ABC)
- Password contains a lower case letter (abc)
- Password contains at least one number (123)
- You've entered matching passwords in the New and Confirm Password Fields

Reset Your Password

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Still having problems? Contact MyHRConnection at 1-888-892-2248 for assistance.

### Step 14

Enter the answers to each of the challenge questions.

### Step 15

Enter a new password in the **New Password** field that meets the criteria listed below. Boxes below will turn Green as validated content requirements are met..

### Step 16

Confirm your new password by entering it again in the **Confirm Password** field.

### Step 17

Click on the **Reset Your Password** link.

If you experience any difficulties with the **MyHRConnection** website, please contact:

**1-888-892-2248**