HOW TO LOG INTO EMPLOYEE CONNECT

If you are actively employed by the College, please follow the instructions in the section titled "For Active Employees".

If you're employment at the College has ended, please refer to the section titled "For Inactive Employees".

For Active Employees

How Do I Get Access?

You must have active College network access. Each department is responsible for providing network access to their staff. If you have not been given access or your access has expired, please see your supervisor for assistance.

If you are a new employee, when you are given network access for the first time, you will need to re-set your temporary password to a password that meets the following requirements:

- Passwords must be a minimum of eight (8) characters in length
- Passwords must contain characters from at least three (3) of the following categories:
    - Uppercase letter (A-Z)
    - Lowercase letter (a-z)
    - Digit (0-9)
    - Special character (for example ! $ # %)
- Passwords must not contain your account name or parts of your full name

Passwords can only be re-set by either logging into a computer or laptop directly connected to the College network (on-site) or by logging into Citrix via the College's web page (off-site). The link for Citrix can be found in the top left hand corner of the Northern College web page.

Where Do I Go To Log In?
To log in, simply click the link below and enter your username and password:

https://cims.northern.on.ca/EmployeeConnect/

What Do I Do If My Password Doesn't Work?

If you have confirmed you have network access and have re-set your password and still cannot log in, please contact the Payroll Specialist at 705-235-3211 ext. 2157.

For Inactive Employees

If you are no longer employed by the College, you must log into Employee Connect using the sign on page for inactive employees and follow these steps: (https://cims.northern.on.ca/EmployeeConnect/EmployeeSignonE.aspx)

#1) Open the link to Employee Connect – For Inactive Employees found above or on the Employee Portal section of Northern College's website.

#2) Click on "Retrieve Initial Password".

#3) Enter your personal (home) e-mail address and click on "Send Password Recovery E-mail".

#4) Go to your personal e-mail inbox and retrieve the password.

#5) Use your personal e-mail and the retrieved password to log into Employee Connect.

Note that if you did not provide us with a personal e-mail address, this option will not work and you will not be able to access Employee Connect.