



# My Portal

## A Brief Employee's Guide to EPM Connect

### EPM Connect Guide



# Document Control

**Document Overview:** This document outlines a step-by-step guide to logging on, changing password, updating information and viewing payslips within EPM Connect.

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## Document Approval

The Director of Operational Excellence shall review this guide annually and shall determine whether any further changes need to be made prior to approval.

This document was approved by Keren Prior, Director of Operational Excellence on 23rd October 2025 and is issued on a version-controlled basis under her signature.

## Document History

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## Accessing the system

My Portal provides employees with access to their profile and the depending on the modules chosen by the school, access to self-service functionality.

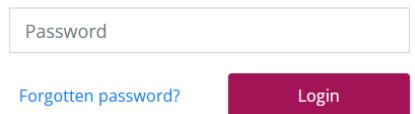
### To Access the system for the first time

1. Using your preferred browser, enter **epmportal.uk**

Click **Forgotten Password**.

Login to EPM

← KathrynBegum129@hotmail.co.uk

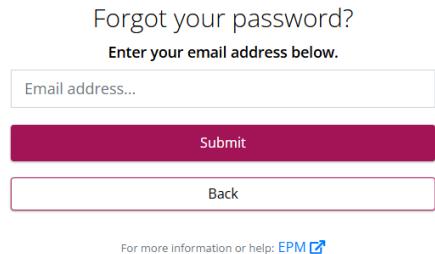


Password

[Forgotten password?](#)

**Login**

2. Enter your **work email address** and click **Submit**.



Forgot your password?

Enter your email address below.

Email address...

**Submit**

**Back**

For more information or help: [EPM](#) 

3. An email will be sent to you with instructions. Please note the first time you log into the system, you will be asked to create a password.
4. Once logged into the system, on the left-hand side of the EPM Connect window, select **My Portal**. A list of further menu options will appear.
5. Select the module you wish to view.

### To Access the EPM Connect Platform

1. Using your preferred browser, enter **www.epmportal.uk**.
2. Enter your work email and click **Login**.
3. Enter your password and click **Login**.
4. Once logged into the system, on the left-hand side of the EPM Connect window, select **My Portal**. A list of further menu options will appear.
5. Select the module you wish to view.

## My Summary

This page provides an overview of all your **My Portal Information** and provides a variety of metrics and infographics, across four tabs.

### Tasks

The **Tasks** tab provides a list of your tasks and an overview of your performance regarding task completion via a variety of metrics and infographics.

### Absences

The **Absences** tab provides an overview of your absences by type and your holiday entitlement, where applicable.

## My Profile

This page displays your profile information. Some of this information is view-only, whilst other fields can be updated. Follow the steps below to edit the information. All amendments to the information will appear within the Audit Trail within your profile.

### Personal Information

This tab provides **Personal Information**, **Contact Details** and **Next of Kin** information. The information on this tab can be updated. **Bank Details** can be updated within the **Salary Information** tab.

1. Select **My Profile**. Your **My Profile** page is displayed.
2. Select the **Personal Information** tab.
3. Click the **Edit Details** button.



4. Update the relevant fields.
5. Select the **Salary Information** tab.
6. Update the relevant fields.
7. Click **Save** to finish.



### Qualifications

This tab provides information relating to your **Qualifications**. The information within this tab is view-only.

### ID & Other Checks

This tab provides information related to the **ID & Other Checks** you provided when you joined the school. The information within this tab is view-only.

## My Payslips & Statements

This section will allow you to view all payslips and statements in relation to your pay. These can be downloaded at any time.

## My Account

This tab allows you to view your **Email Address** and the **User Groups** you have been added to.

### Password Settings

This section allows you to change your password.

1. Select **My Account**. The **My Account** module is displayed.
2. In the **Current Password** field, enter your current password.
3. In the **New Password** field, enter your new password.

Passwords should be 10 digits long, with at least one special character and one lower and upper-case letter.

4. In the **Confirm New Password** field, enter your current password.
5. Click **Save** to finish.

 Save