

NeoGov **PE** PERFORM Quick Reference Sheet

ACCOUNT ACTIVATION

➔Step 1: Look for the email in Outlook

Human Resources must initiate an activation email from donotreply@neogov.com via NeoGov to invite you to activate your account. Please look for this email in Outlook and click on the link in the email to begin the account activation process. Note that this link will expire in 2 days. After 2 days, you will need to contact Human Resources at extension 34876 or cawley@kutztown.edu for a new activation email.



➔Step 2: Create a password

Enter a new password that meets the system requirement. The password requirements are:

- 1+ Number
- 1+ Character (Example: #, &, * or !, etc.)
- 8+ Long

Set New Password

New Password

Repeat New Password

Set Password

➔Step 3: Login

NeoGov will automatically direct you back to the system login screen.

Username: Enter name@kutztown.edu
(Enter your full Kutztown University email address)

Password: Enter the [password from Step 2](#).

Username

Password

[Forgot username?](#)

[Forgot your password?](#)

Sign In »

AFTER ACCOUNT ACTIVATION

Once your account has been activated, you can use the KU portal to login with your KU Network ID (name part only – name@kutztown.edu) and KU Network password. Here is the link to the KU portal:

<https://neogov.kutztown.edu>. It is highly recommended that you “bookmark” this link to your browser for future access. This link is also accessible through the Human Resources website at:

- ▶ Human Resources
<http://www.kutztown.edu/hr/askhr.html>
- ▶ Employee Relations
- ▶ Employee Performance Evaluations
- ▶ 2 ways to login (on the right side)

More information on performance evaluations is located on the Human Resources website at:

- ▶ Human Resources
<http://www.kutztown.edu/hr/askhr.html>
- ▶ Employee Relations
- ▶ Employee Performance Evaluations

Instructions on how to complete performance evaluations online are located on the Human Resources website at:

- ▶ Human Resources
<http://www.kutztown.edu/hr/askhr.html>
- ▶ Employee Relations
- ▶ Employee Performance Evaluations
- ▶ Accessing Performance Evaluations System

Please contact Human Resources at extension 31353 or use our automated ticketing system for questions and comments or to schedule an in-person demo.

Thank you!



<http://www.kutztown.edu/hr/askhr.html>