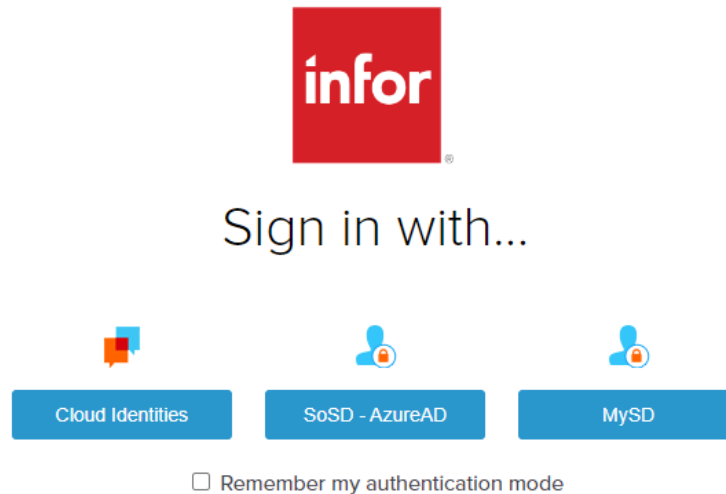


Employee Space Login Guide

If you are experiencing login issues, this guide will offer you different tips to help navigate through these issues. While all the scenarios may not pertain to you, please carefully review each section to help you troubleshoot your particular problem.

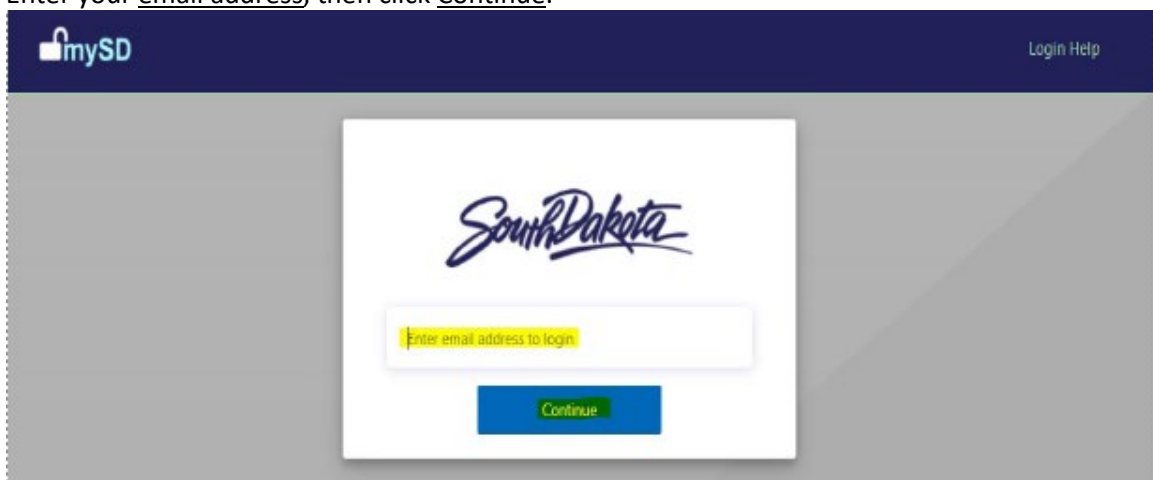
A few things before getting started

Click on MySD when logging in.

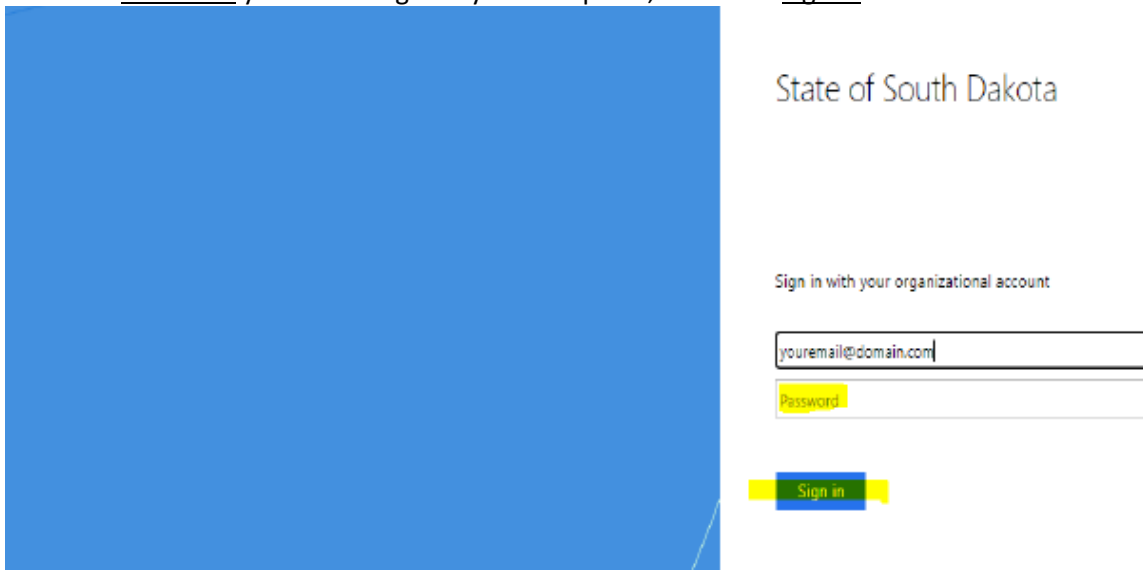


- If you have a state email (ending in @state.sd.us or @ajs.state.sd.us), proceed to Step 1.
- If you do not have a state email, please begin with Step 2. **Please note:** “Vanity” emails like sdpb.org and travelsouthdakota.com do not count as state emails for logging in.

1. Step-by-step login instructions for employees that have a state network user name (e.g. firstname.lastname@state.sd.us). Follow the online instructions after you sign in with MySD. It will look something like this:
 - a. Enter your email address, then click Continue.



- b. Enter the Password you use to log into your computer, then click Sign in.



- c. Click Yes to stay signed in.



Stay signed in?

Do this to reduce the number of times you are asked to sign in.

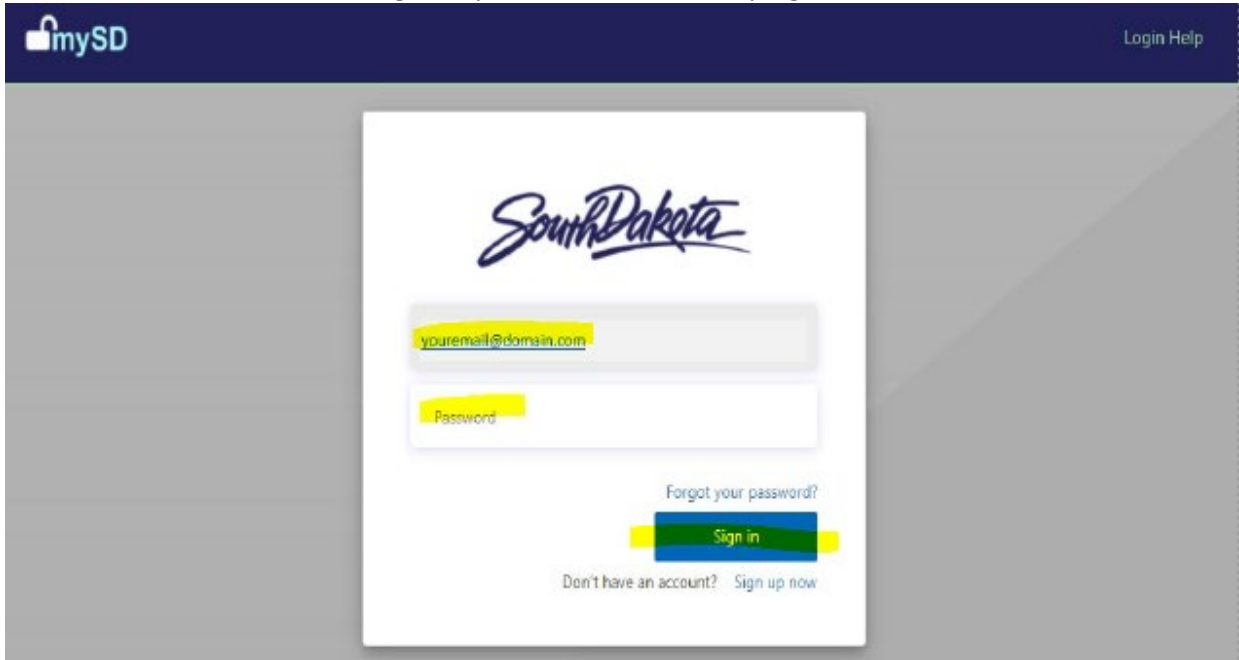
Don't show this again

No

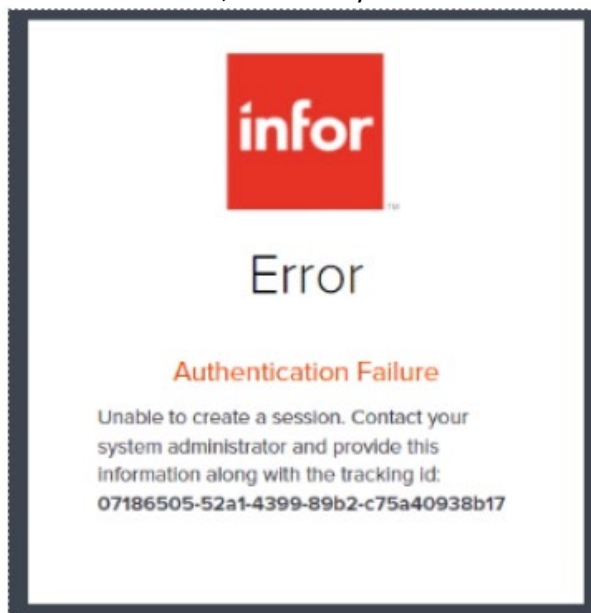
Yes

This system may contain information which is restricted to authorized users only. Unauthorized access, use, misuse, or modification of this computer system or of the, data contained herein or in transit to/from this system constitutes a violation of, Title 18, United State Code, Section 1030, and may subject the individual to criminal, and civil penalties pursuant to Title 26, United State Code, Sections 7213, 7213A, (the Taxpayer Browsing Protection Act), and 7431.

2. Step-by-step login instructions for employees that do NOT have a state network user name. When you sign in with MySD, follow the online instructions. It will look something like this.
 - a. Enter your email address and Password you registered with MySD, then click Sign in. If you are unsuccessful try the following:
 - i. Check your user ID spelling
 - ii. Try Forgot your password?
 - iii. Review additional Login Help Information at the top right.



3. If you receive the Infor Authentication Failure error, the email you entered is not tied to an Infor actor account.



- a. During Open Enrollment last year or if you happen to be a recently hired employee, do you recall completing the one-time registration to sign into Employee Space? Below is a step in what the registration would have looked like – you would have had to enter the last four digits of your SSN and your Date of Birth.



To complete your account registration, enter your information below. Then click the 'Submit' button.

Last four digits of SSN *

Date of Birth *

- b. If you have previously completed your one-time registration (last four digits of your SSN and Date of Birth) and get the Infor Authentication Failure error, contact BHR at 605.773.3148.
- c. If you still are unable to register, you can do a one-time registration to sign in to Employee Space with the instructions found here: <https://benefitsregistration.appssd.sd.gov/>.
- i. If you are unable to reregister with the link above, you can also call BHR at 605.773.3148 for further assistance.
- d. If you receive a 403 Forbidden Error when trying to visit any state bureau page such as BIT, BHR, or BFM, you will need to use an Incognito window.

403 Forbidden

Microsoft-Azure-Application-Gateway/v2

4. MySD user account not found. If you are unsuccessful, try the following:
 - a. Check the spelling of your use ID.
 - b. Try Forgot your password?
 - c. Review additional Login Help information at the top right.

