

## EMPLOYEE ONLINE LOG IN INSTRUCTIONS & INFORMATION

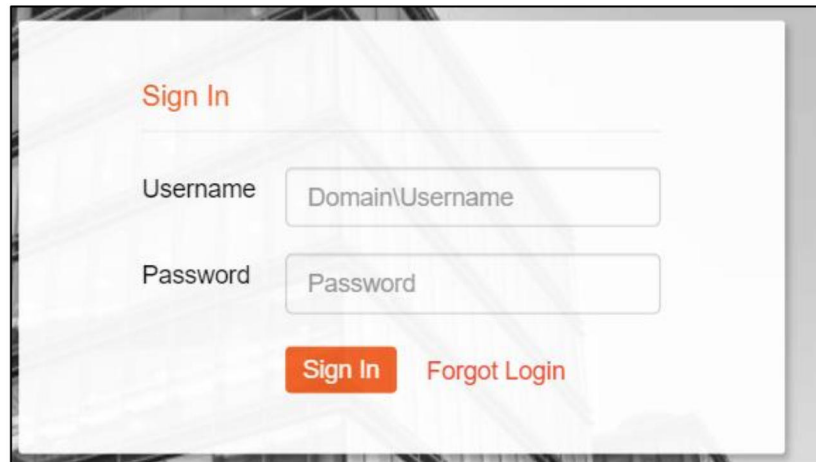
1. From your mobile device/phone, I-pad, lap-top or personal computer, you will use your browser to select on the following URL:

<https://glenn-online-prod.aspgov.com/Finance/Edge>

Bookmark this page for future reference & log in

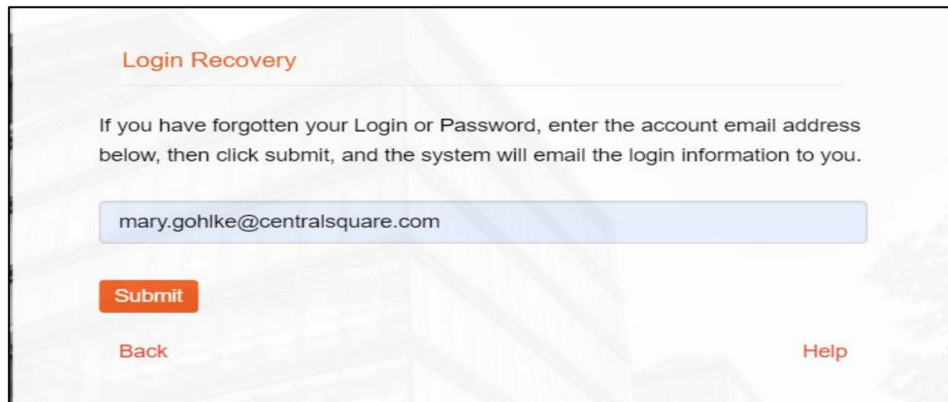
2. You will be brought to this login page:

Select [Forgot Login](#)



The screenshot shows a 'Sign In' page with a light gray background and a white form area. At the top left of the form area, the text 'Sign In' is displayed in orange. Below this, there are two input fields: 'Username' with the placeholder text 'Domain\Username' and 'Password' with the placeholder text 'Password'. At the bottom of the form area, there are two buttons: a red 'Sign In' button and a red 'Forgot Login' button.

3. Enter your email address and click [Submit](#)  
(IMPORTANT: Use personal email, DO NOT use your countyofglenn email address).

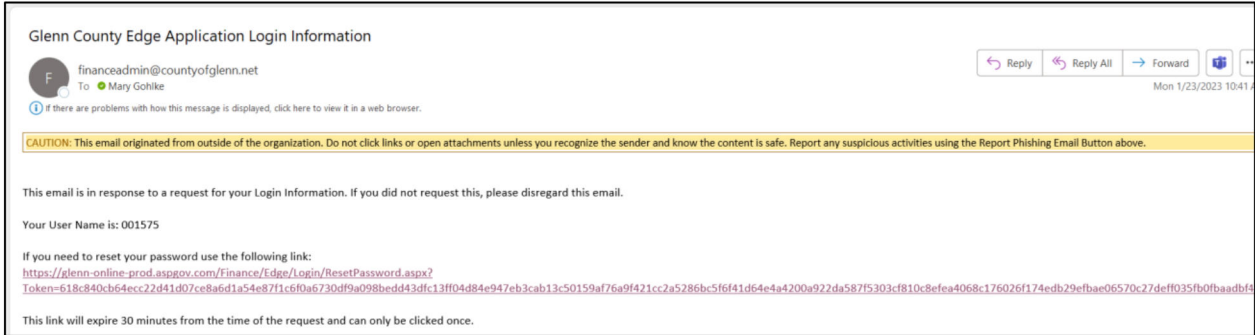


The screenshot shows a 'Login Recovery' page with a light gray background and a white form area. At the top left of the form area, the text 'Login Recovery' is displayed in orange. Below this, there is a paragraph of text: 'If you have forgotten your Login or Password, enter the account email address below, then click submit, and the system will email the login information to you.' Below the text is a text input field containing the email address 'mary.gohlke@centralsquare.com'. At the bottom of the form area, there are two buttons: a red 'Submit' button and a red 'Back' button. In the bottom right corner of the form area, there is a red 'Help' link.

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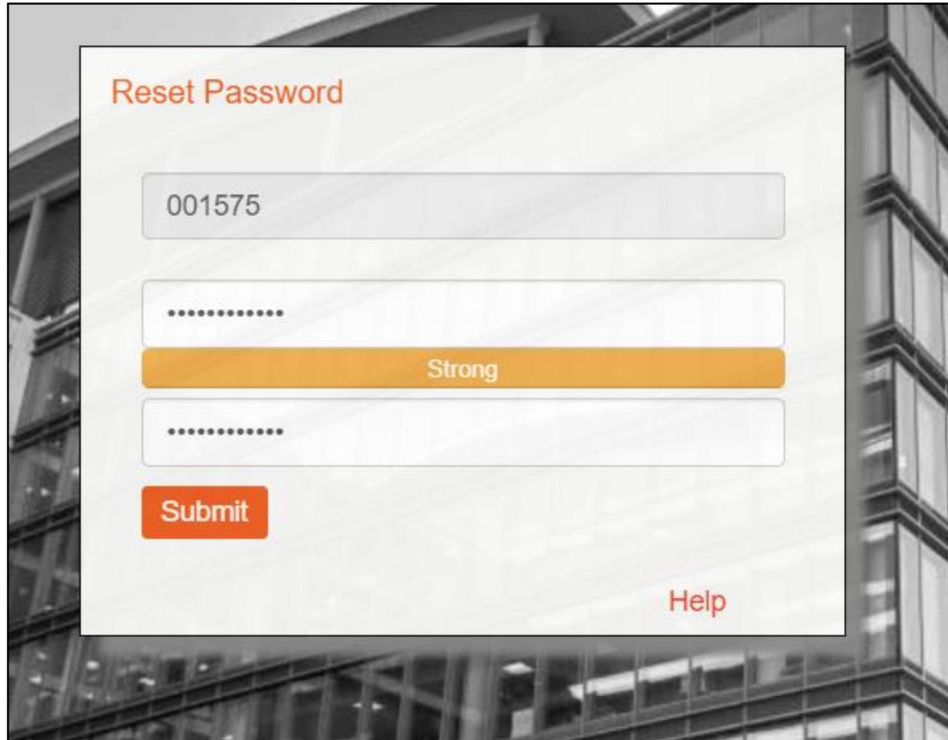
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- 4. In your personal email you will receive a message titled Glenn County Edge Application Login Information



- 5. Click the link and follow the instructions provided

The link will direct you to a new user login. The employee ID field will already be populated with your specific ID #. You will need to enter a new password twice, on both lines, and click **Submit**.

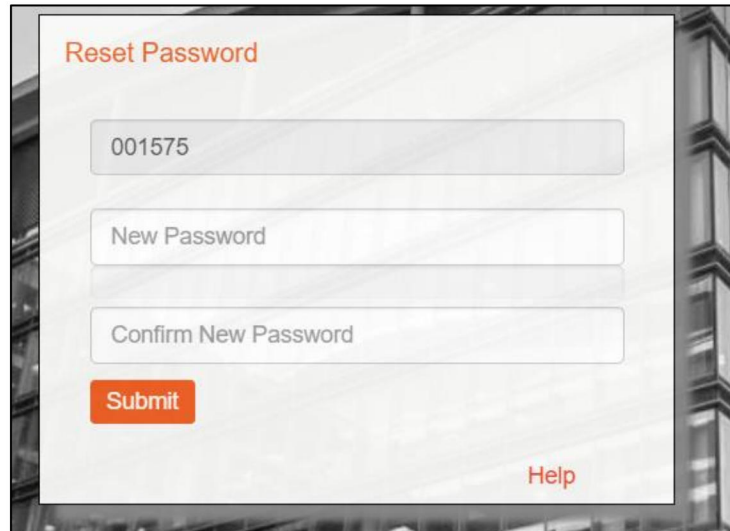


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The password reset screen will appear like you need to re-enter a password again, but the system did accept it on the previous step. DO NOT RE-ENTER it AGAIN otherwise your profile will be locked.

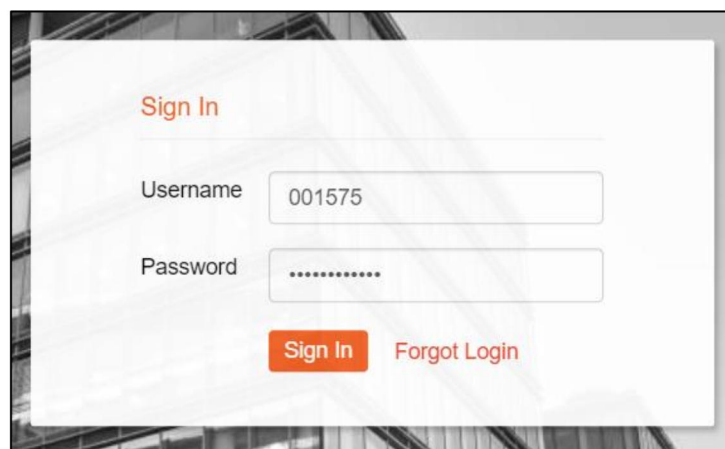
You are able to reset your password yourself by performing these steps however too many unsuccessful log-in attempts will lock your account. If your account becomes locked, you will need to call the Personnel Department at (530) 934-6451 to request that it be unlocked and it will require a password reset.



The screenshot shows a 'Reset Password' form with a light gray background and a blurred image of a building. The form contains the following elements:

- Title: **Reset Password**
- Input field: 001575
- Input field: New Password
- Input field: Confirm New Password
- Submit button: **Submit**
- Help link: [Help](#)

6. Use the bookmark to re-open the login URL:  
<https://glenn-online-prod.aspgov.com/Finance/Edge>
7. Enter your Employee ID # - (may be found on past payroll stubs)
8. Enter your new password



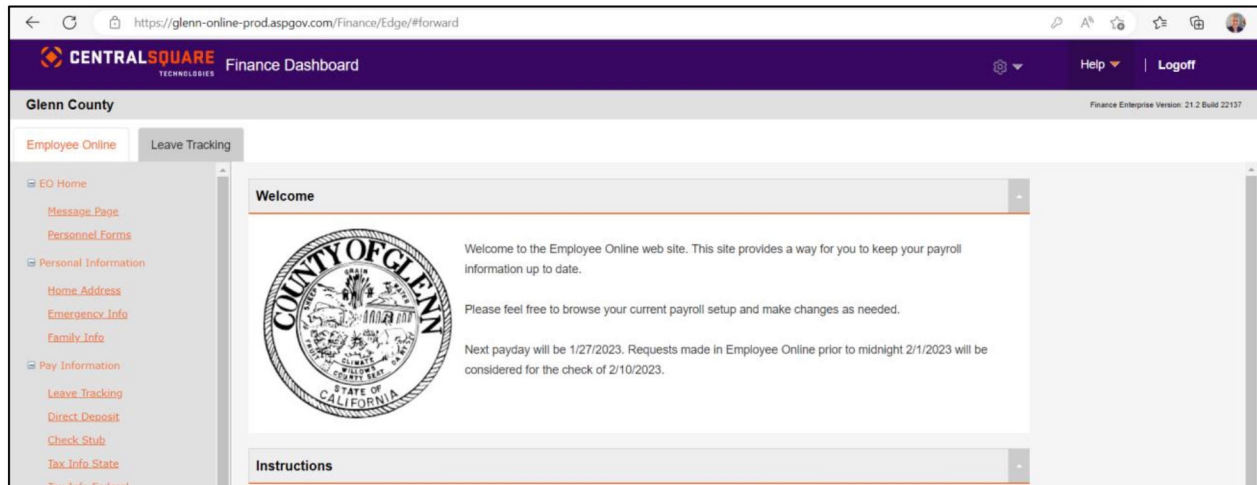
The screenshot shows a 'Sign In' form with a light gray background and a blurred image of a building. The form contains the following elements:

- Title: **Sign In**
- Input field: Username (001575)
- Input field: Password (.....)
- Sign In button: **Sign In**
- Forgot Login link: [Forgot Login](#)

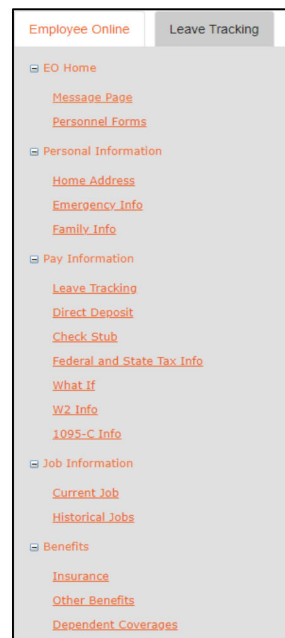
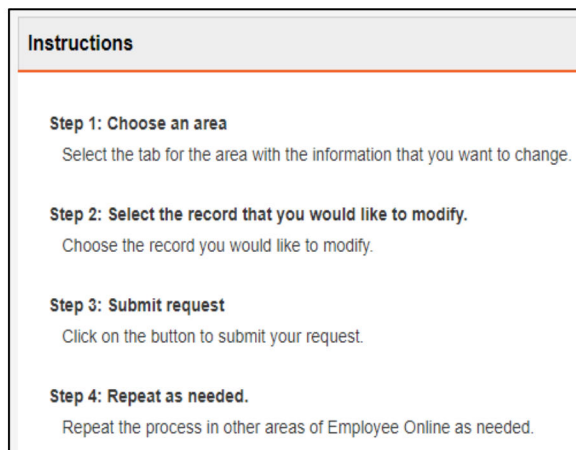
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9. Upon successful login you will be taken to the Employee Online Home Page



10. From the Home Page you can follow the on-screen instructions and explore any of the links provided.



11. Press the back browser link to return to the Home Page



12. To disconnect, Click **Logoff**

