Logging into OneLink

If you already have an account on OneLink, please follow the directions below to log in:

Link to the OneLink site: https://onegroup.employeenavigator.com

- ✓ **If you <u>do not</u> have an email address in OneLink**
  - ➢ You must have an email address on file in order to reset your password
  - ➢ Contact one of the following support resources to have an email entered into OneLink:
    - Human Resources – (315) 361-2040
    - OneGroup – Jackie Penfield: (315) 413-4410

- ✓ **If you know your username and password**
  - ➢ Enter your username and password on the login page and click "Login"

- ✓ **If you know your username <u>but</u> not your password**
  - ➢ On the login page, click on "Forgot Password?"
  - ➢ Enter your username and click "Send Email"
  - ➢ An email will be sent to the primary email address in OneLink
  - ➢ In the email click the "Password Reset" link
  - ➢ Enter a new password and click "Update Password"
  - ➢ Click "Continue" to be taken to the login page

- ✓ **If you <u>do not</u> know your username <u>or</u> password**
  - ➢ On the login page, click on "Forgot Username?"
  - ➢ Enter your email address and click "Send Email". (It can take up to 10 minutes to receive the email containing your username) **OR**
  - ➢ Click "here" to access your username by entering the Company Identifier (**OHSI**), your name, and last 4 of your SSN
  - ➢ Return to the login page
  - ➢ Click on "Forgot Password?"
  - ➢ Enter your username and click "Send Email"
  - ➢ An email will be sent to the primary email address in OneLink
  - ➢ In the email click the "Password Reset" link
  - ➢ Enter a new password and click "Update Password"
  - ➢ Click "Continue" to be taken to the login page

Please reach out to Human Resources or OneGroup (contact information above) with any questions.