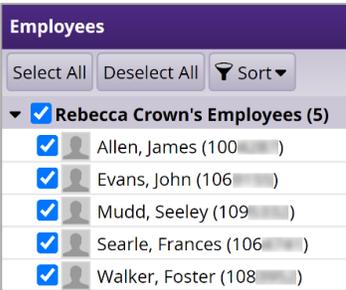
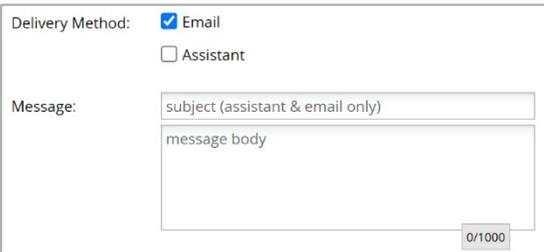


To access Workforce Software, log in with your NetID and NetID Password at [this site](#):

<https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do>

Process for Group Messaging	
<p>1. Open Group Messaging:</p>	<p>On the homepage, click Group Messaging under Employees.</p>  <p><i>Tip: Supervisors can use this function to communicate information about timesheets or to send reminders to their employees.</i></p>
<p>2. Select Employees:</p>	<p>Check the box next to an Assignment Group to send a message to all employees in the group, or click the black arrow to select employee(s) to send a message to.</p>  <p><i>Tip: To find staff members in a large list, use the Sort button to sort by Last Name, First Name or Employee ID number.</i></p>
<p>3. Type Message:</p>	<p>Select Email as the delivery method, then enter a subject line and body message in the text box. <i>Assistant will be listed as an option, but is not configured in the system. Email must be chosen.</i></p> 
<p>4. Send Message:</p>	<p>Once the message is complete, click Send at the top of the panel. Your message will be queued for delivery and will be delivered to the Northwestern Outlook email inbox of the selected recipient(s) within a few minutes.</p>