



MyHR Quick Guide for End Users



People create value.
HR fosters people engagement.



5 ways to access MyHR

1

[Intranet](#)



2

[goto/MyHR](#)



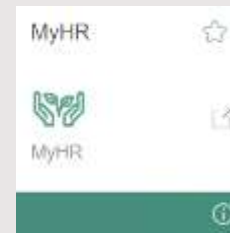
3

[HR for you](#)

HR for you

4

[ePortal](#)



5

Mobile App



Overview MyHR Portal

1.

Find HR Services and
Knowledge Articles

Create a Request

2.

3.

Find & Edit your Request

Doing Tasks

4.

5.

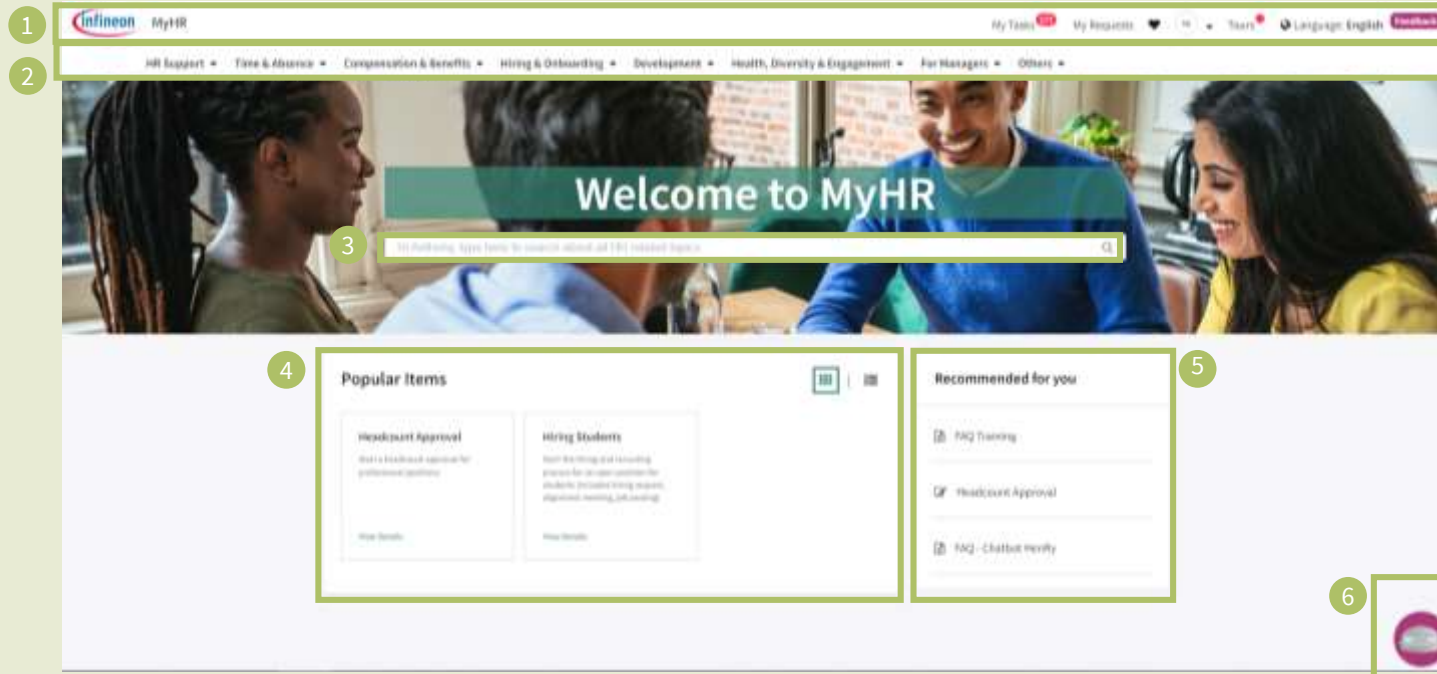
Set Favorites

Guided Tours

6.



Overview MyHR Portal



- 1 **Header:** In the upper part of the header, you will find My Tasks and My Requests, Favorites, My Profile, Guided Tours, the preferred Language and the possibility to provide feedback
- 2 **Navigation Bar:** In the lower part of the Header, you can find all services which you can request with related knowledge articles as well as HR applications formerly available in the ePortal HR

- 3 **Search Bar:** Enter the keywords to search for it in MyHR database
- 4 **Popular Items:** Overview over often clicked Items and Knowledge Articles
- 5 **Recommended for you:** Overview of topics that may interest you
- 6 **Chatbot HenRy**

1. Find HR Services and Knowledge Articles

- 1.1. The easiest way to find what you are looking for, is to just type it into the **search box** . If you want to search for parts of a key word, you can use the wildcard “*” before your search term.



- 1.2. Browse in the header section for all **Requests**, **Services** and related **Knowledge Articles** as well as **HR applications** formerly available in the ePortal, by selecting the **Category** of your interest.



- 1.3. In some requests you will find a **Go to link** button. Click to access the related **HR application**.

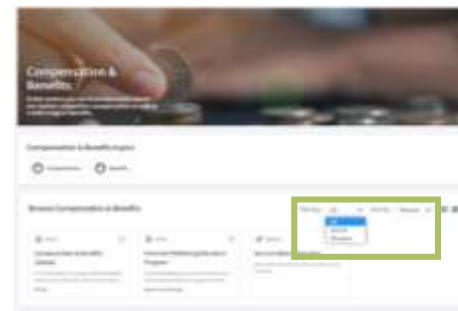


- 1.4. The topic **Categories** are divided into **Subcategories**:

- › Select a **Subcategory** or browse all items within the **Category**.



- 1.5. Within a **Category** you can filter and sort the **Knowledge Articles** and Services for **Requests**. If you have selected **Browse all** you can switch into **Subcategories**. Furthermore, you can sort by **Popular** or by **Alphabetical** order.

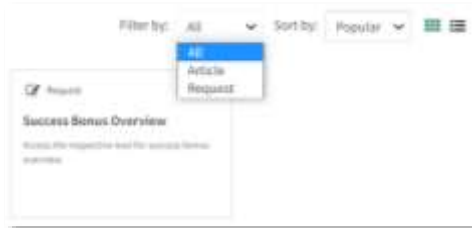


2. Create a Request

- 2.1. Find the **Service** you need as shown in the section above.



- 2.2. Navigate through the Catalog filters and choose the Item you need to request.



- 2.3. Fill out the form, fields marked with * are mandatory.

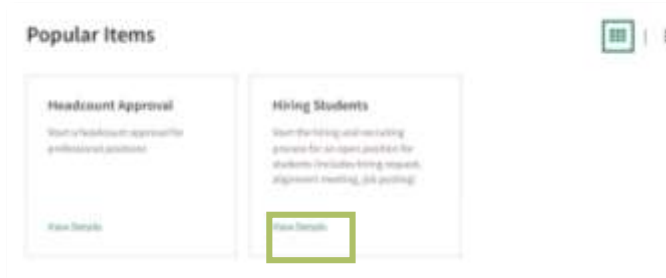
- 2.4. If you want to add any attachments, click **Add Attachments** at the bottom of the form.



- 2.5. Then you are finished, click **Submit**.

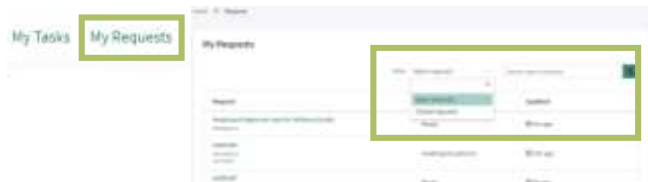


If you see the item, you need among the **Popular Items**, you can take a shortcut and click it right away to open the request form.



3. Find & Edit your Request

- 3.1. On the Homepage, go to **My Requests** and select the request you need from the list. You can filter the list or search directly for a request.



- 3.2. To cancel the request, click **Actions** and select **Cancel Request**.



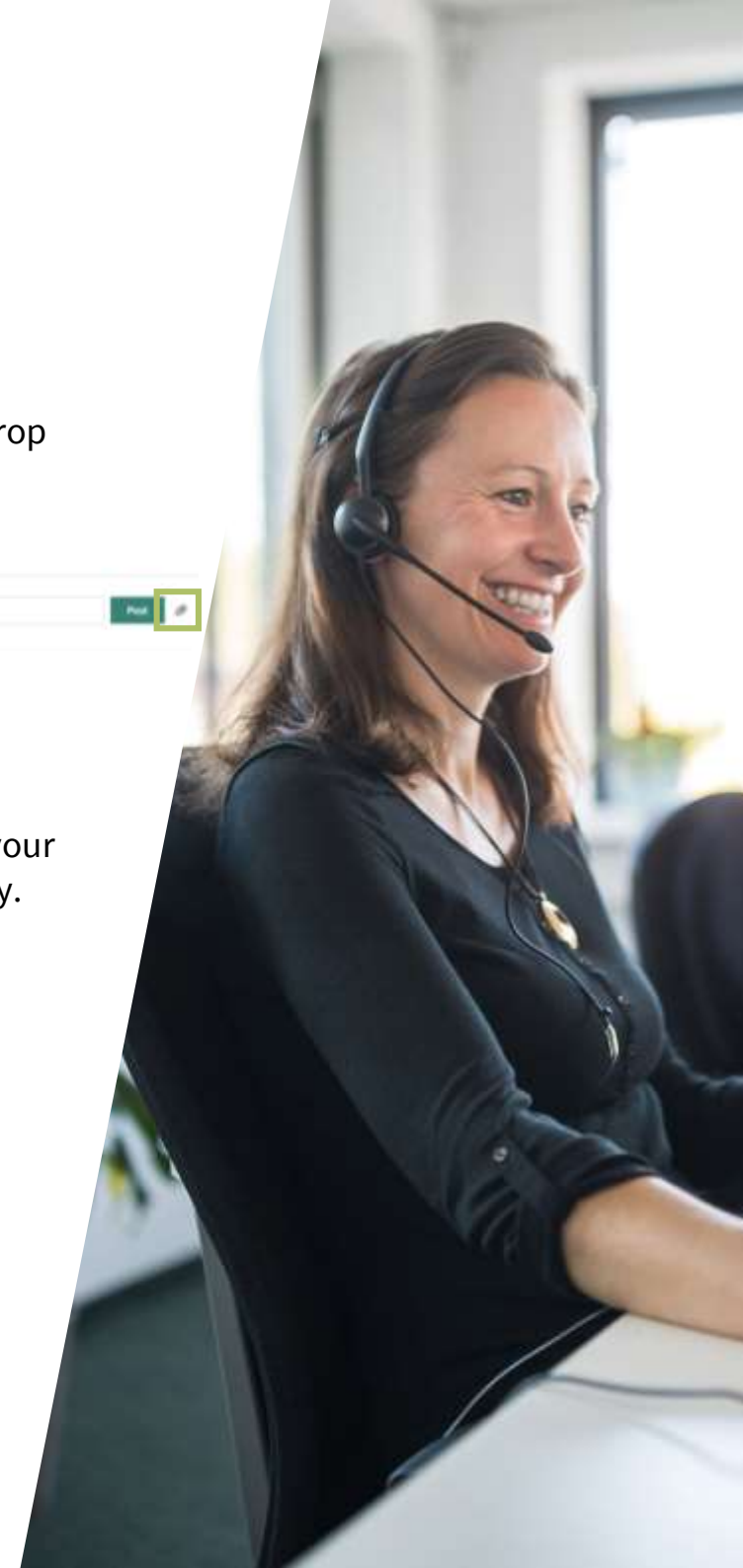
- 3.3. To add a comment for the Agent to see, type it into the text field and click **Post**.



- 3.4. To add an attachment, click the paper-clip symbol OR drag and drop a file, under Attachments.



- 3.5. You can also check the status of your request by interacting with HenRy.



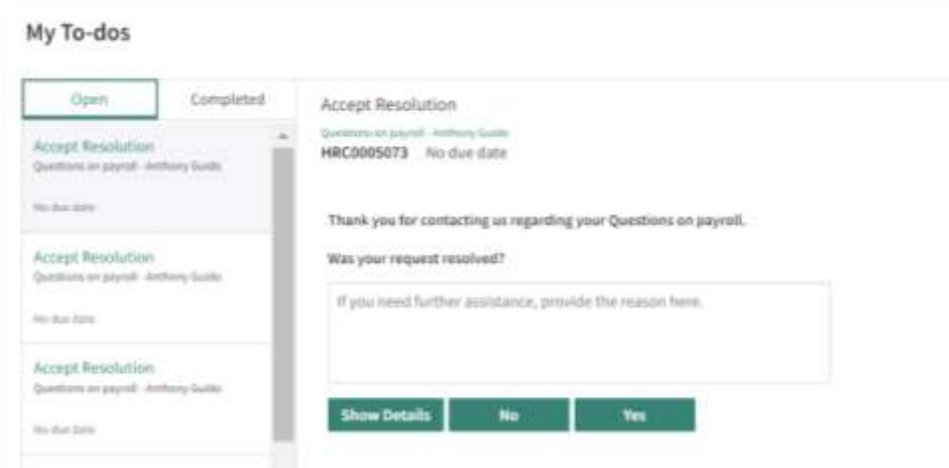
4. Doing Task

If you have some tasks assigned, you will see a red circle with the number of open tasks in the header of the Homepage.

4.1. Click My Tasks



4.2. You entered the **My To-dos** page, which shows a list of your tasks. Here you can view and fulfill your tasks.

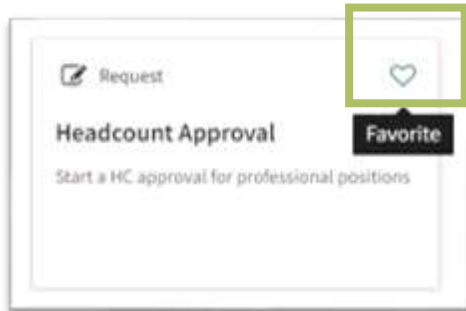


4.3. In the **My To-dos** list you can select between **Open** and **Completed** tasks.

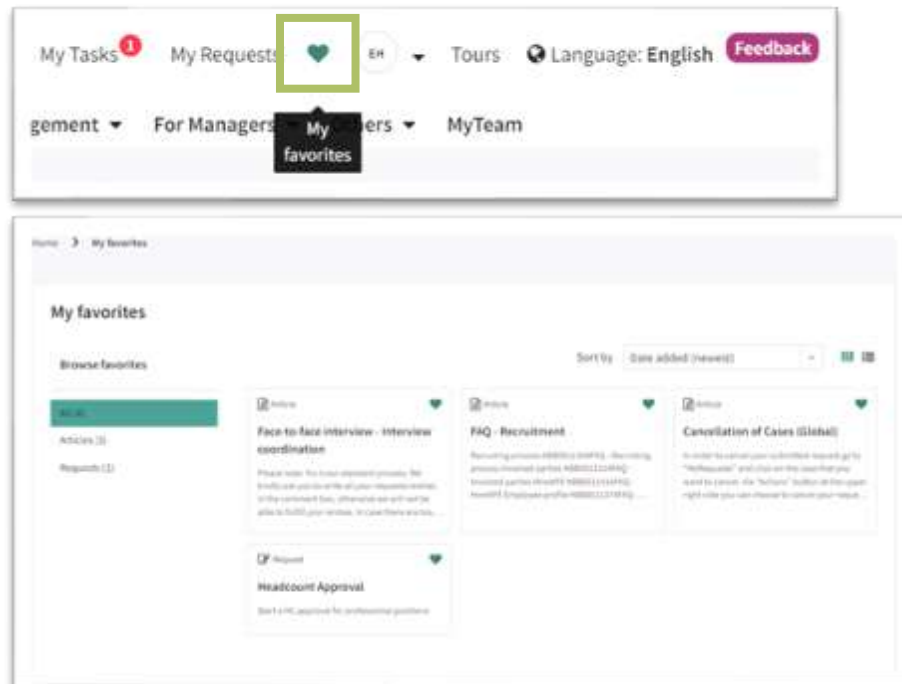


5. Set Favorites

5.1. You can also set favorites for requests and articles that you need frequently just by clicking on the heart icon.



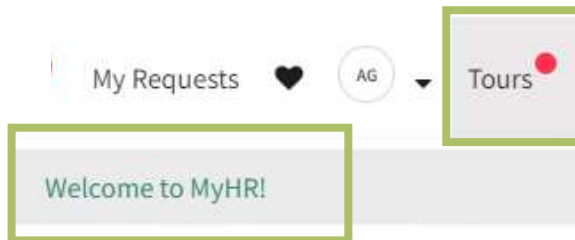
5.2. To quickly access them click **My Favorites**.



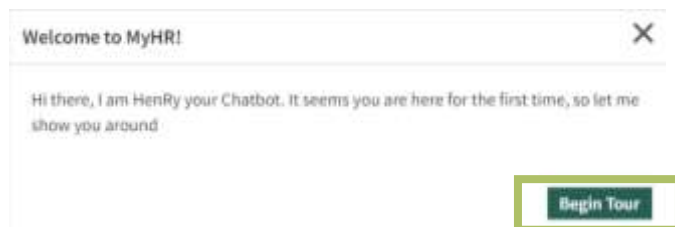
6. Guided Tours

6.1. You can find the Guided Tours in the right upper corner, under **Tours**. A red dot indicates that there are Tours available.

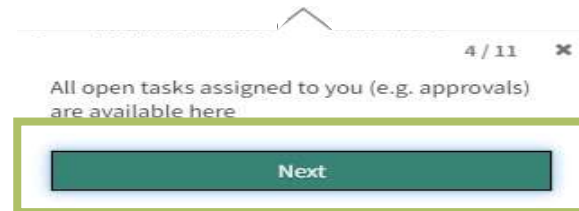
6.2. Click on the Tour of your choice to start.



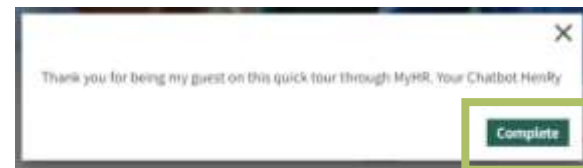
6.3. Click on **Begin Tour**.



6.4. Follow the steps by clicking **Next** until the Tour has finished.



6.5. Click **Complete** to finish the Tour.





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