



MyITWconnect Non-US Employees Registration User Guide

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Quick Facts

What is MyITWconnect?

MyITWconnect is an online tool that allows employees to manage their passwords and profiles.

If I have already registered, do I need to do anything further?

You will not need to re-register, however, when you do log in using the new application for the first time, you will need to select and set your security questions.

If I have not registered, what do I need to do?

You will need to register with the new tool, completing all required information in order to gain access to the system.

What can I do in MyITWconnect?

A registered user will be able to do the following within the tool:

- View your profile.
- Edit your first name.
- Edit your last name.
- Edit your preferred first name.
- Edit your preferred last name.
- Edit your job title.
- Edit your email addresses (both work and alternate).
- Edit your phone numbers (office, mobile and fax).
- Edit your state or province.
- Edit your country.
- Change your password.
- Update your security questions and answers.

Is there anything I will not be able to do in MyITWconnect?

A registered user will not be able to do the following within the tool:

- Edit your FRIDA.

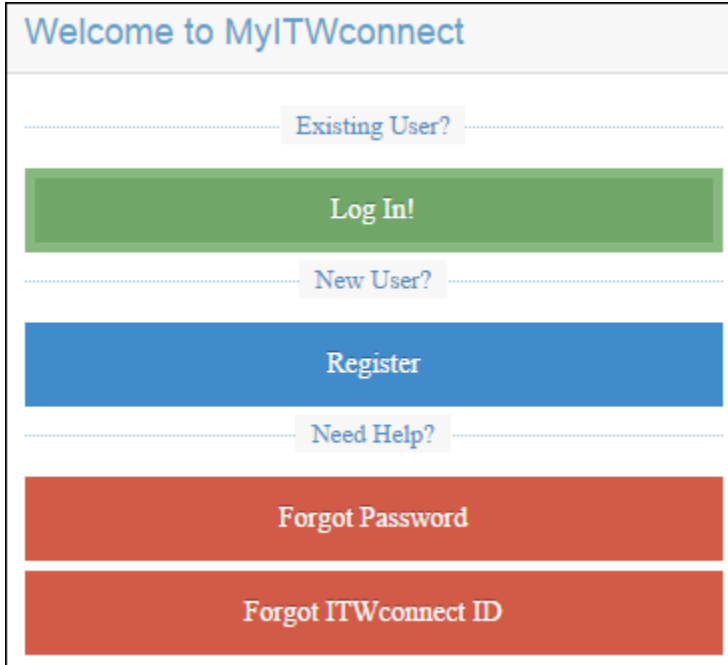
User Guide – Non-US Employee

This section of the document describes the step-by-step procedures for Non-US employee registration on MyITWconnect.

Non-US Employee Registration

Non-US employee registration requires the employee to complete information in the following screens: **Basic Information**, **Security Questions** and **Set Password**. On successful completion, the **Confirmation** screen with a note confirming your registration is displayed.

1. To register in the application, go to the following URL: <https://my.itwconnect.com/>
Result: The following screen is displayed.



2. Click on the **Register** button.
Result: The **Geography** screen is displayed.

Registration

I work in the US I work outside of the US I don't know

3. Select the **I work outside of the US** radio button and click on **Continue**.
Result: The **Basic Information** screen is displayed.

Registration

I work in the US I work outside of the US I don't know

4. Enter your personal information in the basic information screen.

Note: Required fields are marked by asterisks.

Non US Registration

1 ————— 2 ————— 3
Basic Information Security Questions Set Password

Basic Information

* indicates required fields.

First Name *

Last Name *

Job Title

Office Phone

Mobile Phone

Fax

Business Email

Alternate Email

State or Province

Country *

FRIDA *

Type the text

Privacy & Terms

reCAPTCHA™

[Click here to view Terms and Conditions](#)

- Click **Continue** to proceed to the **Security Questions** screen.

The screenshot displays a 'Security Questions' form with five rows. Each row contains a 'Question' dropdown menu and an 'Answer *' text input field. The questions and answers are as follows:

Question	Answer *
What is your mother's maiden name?	Meenakshi
Who is your favorite pet?	Zedong
What is your favorite book?	Thornbirds
What is your favorite movie?	One flew Over the Cuckoo's Nest
What high school did you attend?	Rosary

- In the **Security Questions** screen, select and answer five security questions and click **Continue**.
Result: You will be directed to the **Set Password** screen.

The screenshot shows the 'US Registration' process. At the top, a progress bar indicates three steps: 'Basic Information' (completed with a green checkmark), 'Security Questions' (completed with a green checkmark), and 'Set Password' (active, indicated by a circle with the number 3). Below the progress bar, the 'Set Password' section contains two text input fields for 'Password *' and 'Confirm Password *', both filled with dots. There is a checked checkbox for 'Accept Terms & Conditions *' and a green 'Submit' button.

- Set your password.
Note: Passwords must contain at least eight characters, a number (numeral) and an upper case letter. Characters (? , & , % , ! , #) are strongly encouraged.

8. Select the **Accept Terms & Conditions** check box and click **Submit**.

Result: The **Thank you for registering** screen is displayed to confirm that the registration is complete.

Non US Registration


Thank you for registering with MyITWconnect.

Your new ITWconnect ID : 8013090@itwconnect.com.

Your account needs approval from the FRIDA controller *Unit Controller* before you can access MyITWconnect.

If you provided an email address, you will receive a confirmation once the controller has approved your request for registration. If you did not provide an email address, you can follow up with your controller or contact the ITW Service Desk at +1-847-657-4349 or servicedesk@itw.com

Please remember to record your ITWconnect ID above for future reference and to log in to MyITWconnect, or you can print out the confirmation page and retain for your records.


Print

Log In

Non-US employees will log in and maintain their personal information using MyITWconnect or links associated to their ITWconnect IDs. In order for a Non-US employee to log into the application, he or she must have completed the **Registration** process successfully.

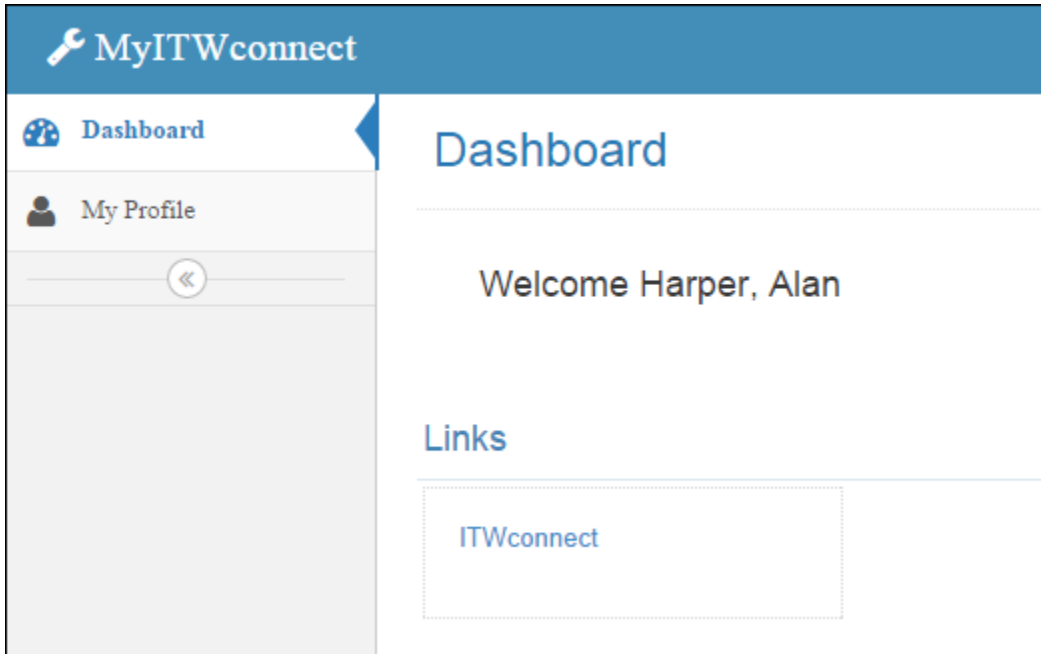
1. Click on **Log In!**

Result: Employee is directed to the ADFS Log-in screen.

2. Enter your **User name** and **Password**.

3. Click on **Sign In**.

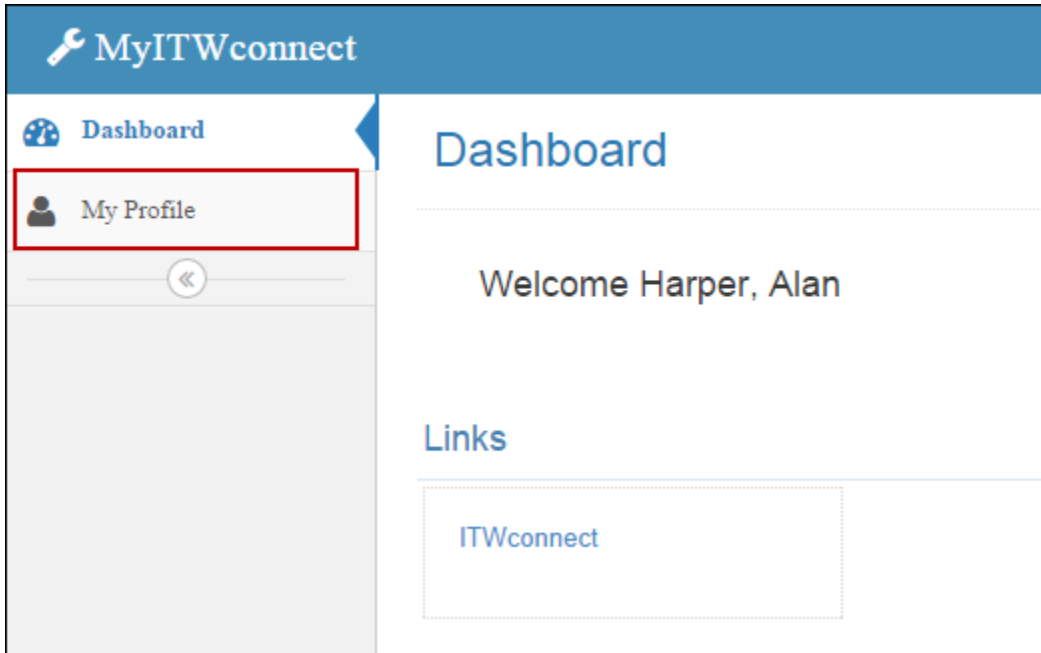
Result: User is logged in and Dashboard is displayed.



View Employee Profile

Non-US employees can view their employee and personal information on the **My Profile** screen.

1. Select **My Profile** from left side menu.



Result: My Profile screen is displayed as read-only. Employees can verify all of their information on the screen.

My Profile

First Name	Alan
Last Name	Harper
Preferred First Name	
Preferred Last Name	
Job Title	
Office Phone	
Mobile Phone	
Fax	
Business Email	aharper@itw.com
Alternate Email	
State or Province	
Country	Argentina
FRIDA	SHNUN

[Edit Profile](#) [Change Password](#) [Security Questions and Answers](#)

Edit Employee Profile

Non-US employees can edit their employee and personal information within the **My Profile** screen.

1. Select **My Profile** from left side menu.



- 2. **My Profile** screen is displayed as read-only. Employees can verify all of their information on the screen.

My Profile

First Name	Alan
Last Name	Harper
Preferred First Name	
Preferred Last Name	
Job Title	
Office Phone	
Mobile Phone	
Fax	
Business Email	aharper@itw.com
Alternate Email	
State or Province	
Country	Argentina
FRIDA	SHNUN

[Edit Profile](#) [Change Password](#) [Security Questions and Answers](#)

- 3. Select **Edit Profile** button.

Result: **Edit Profile** screen is displayed.

* indicates required fields.

First Name *	<input type="text" value="Alan"/>
Last Name *	<input type="text" value="Harper"/>
Preferred First Name	<input type="text"/>
Preferred Last Name	<input type="text"/>
Job Title	<input type="text"/>
Office Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Fax	<input type="text"/>
Business Email	<input type="text" value="aharper@itw.com"/>
Alternate Email	<input type="text"/>
State or Province	<input type="text"/>
Country *	<input type="text" value="Argentina"/>

- Non-US Employees can make any changes to the information on the **My Profile** screen. Once all changes have been made, click on **Submit**.

Result: Changes are saved and **My Profile** screen is read-only.

My Profile

First Name	Alan
Last Name	Harper
Preferred First Name	
Preferred Last Name	
Job Title	
Office Phone	
Mobile Phone	
Fax	
Business Email	aharper@itw.com
Alternate Email	
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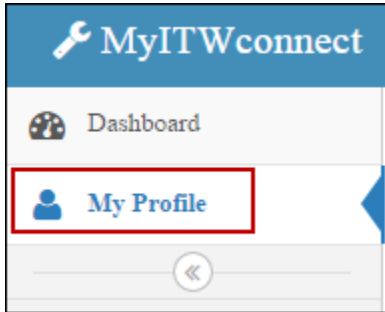
Edit Profile
Change Password
Security Questions and Answers

Change Employee Password

Non-US employees can change their passwords on the **My Profile** screen.

1. Select **My Profile** from left side menu.

Result: **My Profile** screen is displayed as read-only.



- Click on **Change Password**.

Result: **Change Password** screen is displayed.

My Profile

First Name	Alan
Last Name	Harper
Preferred First Name	
Preferred Last Name	
Job Title	
Office Phone	
Mobile Phone	
Fax	
Business Email	aharper@itw.com
Alternate Email	
State or Province	
Country	Argentina
FRIDA	SHNUN

Edit Profile
Change Password
Security Questions and Answers

3. To change the password, enter **Current Password**, **New Password** and **Confirm Password** in the required fields and click on **Submit**.

* indicates required fields.

Current Password *	<input type="text"/>
New Password *	<input type="text"/>
Confirm Password *	<input type="text"/>

Result: New password change is saved and employee is returned to the read-only **My Profile** screen.

My Profile

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Preferred Last Name	
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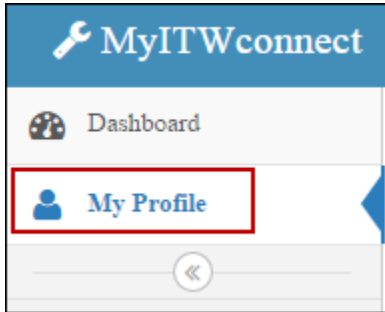
Edit Profile
Change Password
Security Questions and Answers

Change Security Questions and Answers

Non-US employees can change their **Security and Questions** on the **My Profile** screen.

1. Select **My Profile** from left side menu.

Result: **My Profile** screen is displayed as read-only.



- 2. Click on **Security and Questions and Answers**.

Result: Security Questions and Answers screen is displayed.

My Profile

First Name	Alan
Last Name	Harper
Preferred First Name	
Preferred Last Name	
Job Title	
Office Phone	
Mobile Phone	
Fax	
Business Email	aharper@itw.com
Alternate Email	
State or Province	
Country	Argentina
FRIDA	SHNUN

[Edit Profile](#) [Change Password](#) [Security Questions and Answers](#)

- 3. Employees can change their **Security Questions** by selecting the dropdown field for the **Question** and selecting a new one. An employee can change their **Answer** by entering text into each **Answer** field.

Note: In order to save changes, all **Answers** must be re-entered.

The screenshot shows a user interface for selecting a security question. A dropdown menu is open, displaying a list of questions. The question "In what town or city was your first full time job?" is highlighted with a blue box. The current question "What was the name of your first pet?" is shown in the dropdown field above. Below, an answer field is visible.

Question	What was the name of your first pet? ▼
Answer *	<input type="text"/>
Question	<input type="text"/>
Answer *	<input type="text"/>

- Click on **Submit**.

Result: Security Questions and Answers are saved and employee is returned to the read-only **My Profile** screen.

My Profile

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Preferred First Name	
Preferred Last Name	
Job Title	
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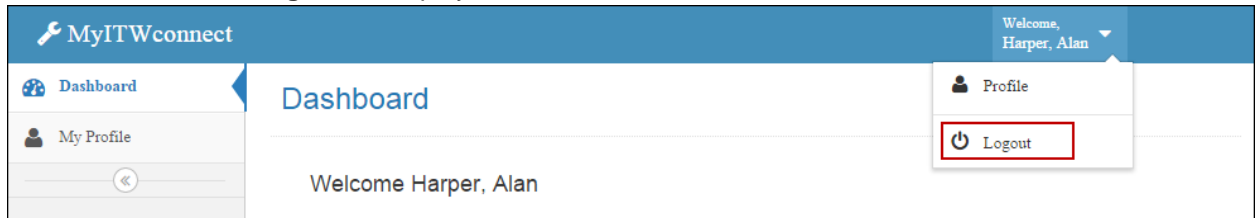
Edit Profile
Change Password
Security Questions and Answers

Log Out of Registration

Non-US employees can log out of the application from any screen.

1. Click on his or her name from the top right drop-down menu.

Result: Profile and Log-out is displayed.



2. Click on **Log-out**.
Result: Employee is logged off of the application.