

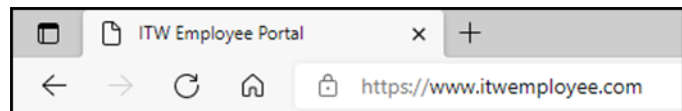


# ITWconnect Registration Instructions to Access ITWconnect and ITWemployee.com

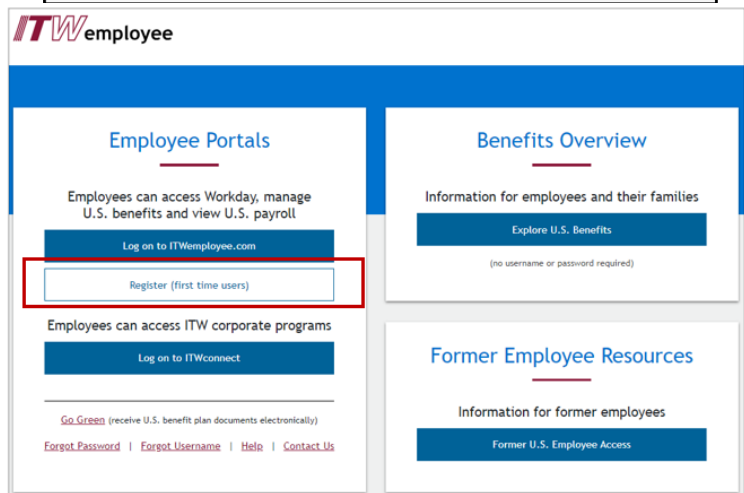
## Registration Instructions

1. You will be provided with an ITW 7-digit employee ID number by your Human Resources business partner.
  - Keep this number in an accessible place; you will need it throughout your employment.

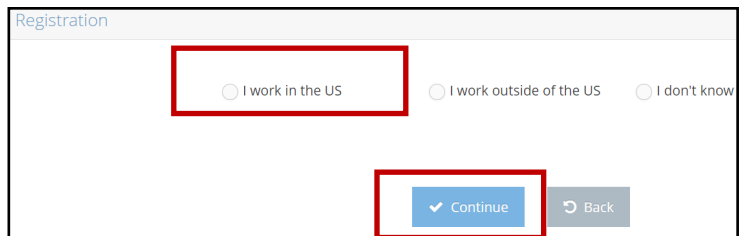
2. Visit **ITWemployee.com** using one of the following browsers (current version): Google Chrome, Microsoft Edge (Chromium), Mozilla Firefox, Apple Safari



3. Click the **Register** button (the first time accessing the site)



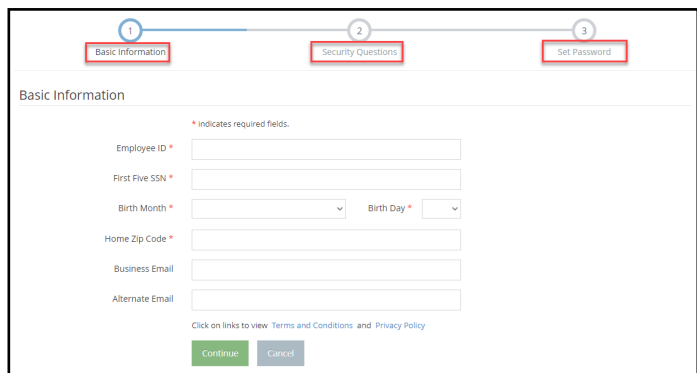
4. Since your work location in the U.S., select **I Work in the US** and click **Continue**.



5. Complete (1) **your registration information**, (2) set up your **security questions** and (3) create a **password**. Click **Submit** to complete your registration.

Note: Mandatory fields are marked by asterisks

- A Thank You page will display once you have successfully registered.
- If you receive an error with the registration, please contact your local IT or Human Resources business partner.



If you have any questions,  
please contact your local IT representative or Human Resources business partner.



# ITWconnect

## Password Reset or Security Question Instructions

After initial registration, password or security question reset instructions are below.

1. Visit **ITWemployee.com** using one of the following browsers (current version): Google Chrome, Microsoft Edge Chromium), Mozilla Firefox, Apple Safari

The screenshot shows the ITWemployee.com homepage. At the top left is the ITW logo. Below it are two main sections: 'Employee Portals' and 'Benefits Overview'. Under 'Employee Portals', there are links for 'Log on to ITWemployee.com' and 'Register (first time users)'. Below that, there are links for 'Log on to ITWconnect' and 'Go Green'. At the bottom left, the 'Forgot Password' link is highlighted with a red box. Other links include 'Forgot Username', 'Help', and 'Contact Us'.

2. Click **Forgot Password**

- Enter your ITWconnect ID/ITW Employee ID.
- Answer the security questions you previously established and click **Continue**.
  - If you do not recall the answers to your security questions, please contact the ITW Corporate IT Service Desk at 224-661-7123 for assistance. They will ask for your 7-digit ITW employee ID, birth date, home zip code, and 1st five digits of your social security number.
  - They will then verbally provide you with a temporary password after they verify your identity with HR or your manager.

The screenshot shows the 'Forgot Password' form. At the top, it says 'No records found'. Below that, there is a text input field for 'ITWconnect ID \*' with the value '0123456'. To the right of the field, it says '7 Character ITWconnect ID - Example: 1234567'. Below the field is a green 'Continue' button with a checkmark and a grey 'Back' button. A red box highlights the 'Continue' button.

The screenshot shows the 'Forgot Password' form with two security questions. The first question is 'In what town or city was your first full time job?' and the second is 'What is your maternal grandmother's maiden name?'. Both questions have an 'Answer \*' field below them, which is highlighted with a red box. At the bottom, there is a green 'Continue' button with a checkmark and a grey 'Back' button. A red box highlights the 'Continue' button. A red arrow points from the 'Continue' button in the previous screenshot to this one.

3. Select the **Accept Terms and Conditions** check box and **click submit**. A Thank you for registering screen will then be displayed.

If you have any questions,  
please contact your local IT representative or Human Resources business partner.