



# MyITWconnect 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 email addresses (both work and alternate).
- Edit your phone numbers (office, mobile and fax).
- Edit your state.
- 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 name.
- Edit job title.

All of these will need to be updated in Workday. A link to Workday can be found on your dashboard.



## User Guide – US Employee

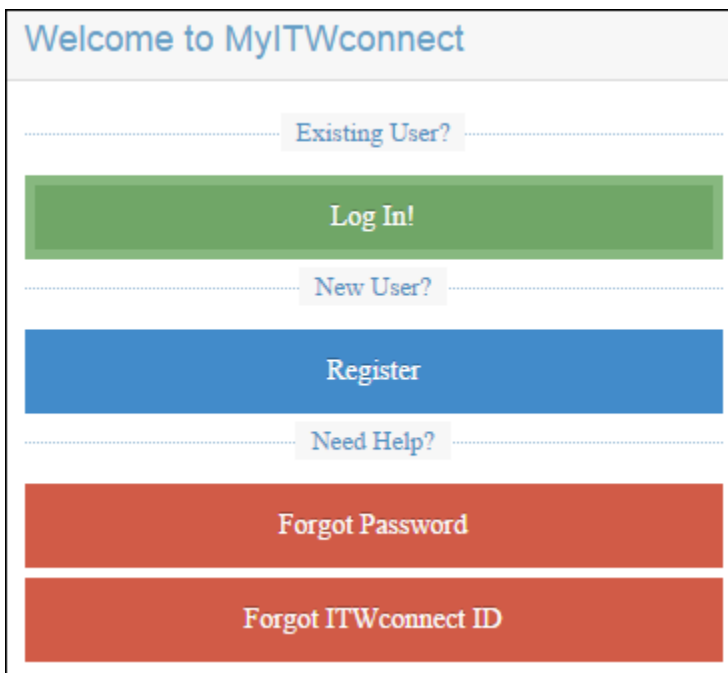
This section of the document describes the step-by-step procedures for US employee registration on MyITWconnect.

### US Employee Registration

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.

- To register in the application, go to the following URL: <https://my.ITWconnect.com>

**Result:** The following screen is displayed.



- Click on the **Register** button.

**Result:** The **Geography** screen is displayed.

- Select the **I work in the US** radio button and click on **Continue**.

**Result:** The **Basic Information** screen is displayed.

- Enter your employee/personal information in this screen.

**Note:** Mandatory fields are marked by asterisks.

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

The screenshot displays a 'Security Questions' form with five rows. Each row contains a question in a dropdown menu and an answer in a text input field. The questions and answers are:

- Question: What is your mother's maiden name? Answer: Meenakshi
- Question: Who is your favorite pet? Answer: Zedong
- Question: What is your favorite book? Answer: Thornbirds
- Question: What is your favorite movie? Answer: One flew Over the Cuckoo's Nest
- Question: What high school did you attend? Answer: 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 'Set Password' screen. At the top, there is a progress bar with three steps: 'Basic Information' (completed with a green checkmark), 'Security Questions' (completed with a green checkmark), and 'Set Password' (current step, 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. Below these fields is a checkbox labeled 'Accept Terms & Conditions \*' which is checked. At the bottom of the section is 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.

### US Registration


**Thank you for registering with MyITWconnect.**

Your new ITWconnect ID : 0232175@itwconnect.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.

If you need further assistance in regards to your registration, please contact the ITW Service Desk at +1-847-657-4349 or [servicedesk@itw.com](mailto:servicedesk@itw.com)

[Click here to login](#)

  
Print



### Log In as US Employee

US employee's will log in and maintain their personal information using MyITWconnect or links associated to their user IDs. In order for US employees to log into the application, they must have completed the **Registration** process successfully.

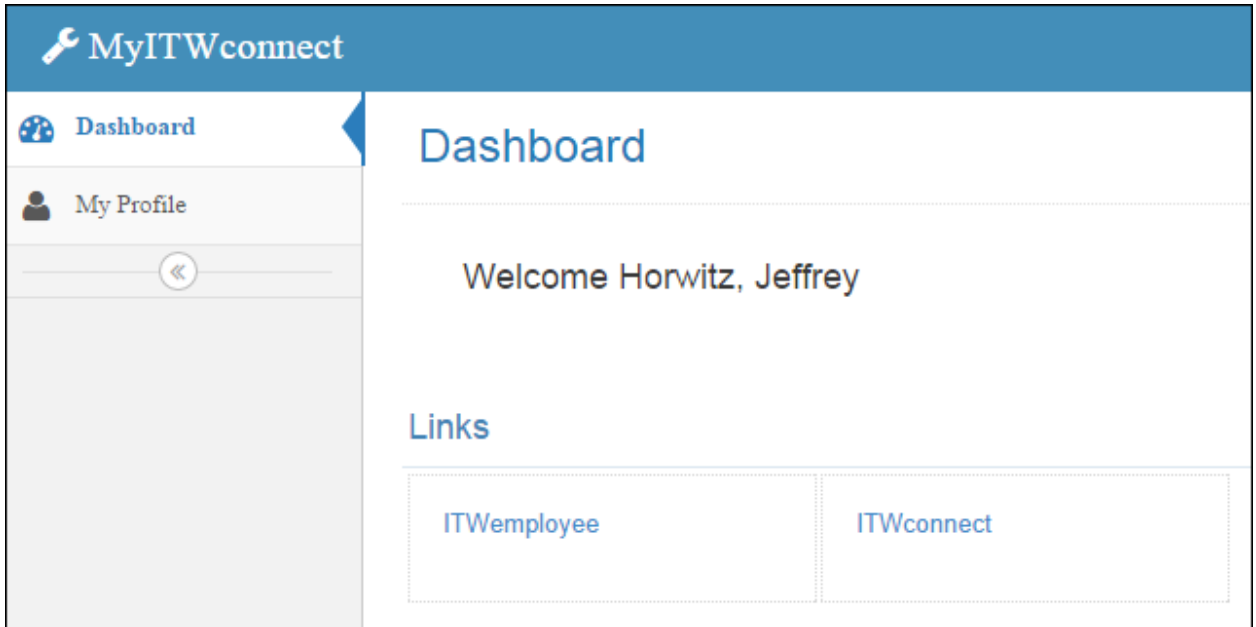
1. Click on **Log In!**

**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

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	Jeffrey
Last Name	Horwitz
Preferred First Name	Jeffrey
Preferred Last Name	Horwitz
Job Title	Sr Financial Analyst
Office Phone	
Mobile Phone	
Fax	
Business Email	jhorwitz@itw.com
Alternate Email	
State or Province	
Country	
Date of Birth	May 01 1980

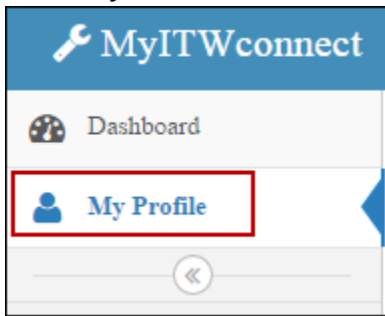
[Edit Profile](#) [Change Password](#) [Security Questions and Answers](#)

### Edit Employee Profile

US employees can edit some of their employee and personal information on the **My Profile** screen. There will be specific fields that a US Employee will not be able to update in this screen. For those specific fields, the employee would need to reference Workday to make these changes:

- First Name
- Last Name
- Preferred First Name
- Preferred Last Name
- Job Title

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	Jeffrey
Last Name	Horwitz
Preferred First Name	Jeffrey
Preferred Last Name	Horwitz
Job Title	Sr Financial Analyst
Office Phone	
Mobile Phone	
Fax	
Business Email	jhorwitz@itw.com
Alternate Email	
State or Province	
Country	
Date of Birth	May 01 1980

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

3. Select **Edit Profile** button.

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

MyITWconnect Welcome, Horwitz, Jeffrey

**Note:** First Name, Last Name, Preferred First Name, Preferred Last Name and Job Title can only be edited through Workday, which can be accessed through ITWemployee. You can find a link to ITWemployee on your dashboard.

\* indicates required fields.

First Name	<input type="text" value="Jeffrey"/>
Last Name	<input type="text" value="Horwitz"/>
Preferred First Name	<input type="text" value="Jeffrey"/>
Preferred Last Name	<input type="text" value="Horwitz"/>
Job Title	<input type="text" value="Sr Financial Analyst"/>
Office Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Fax	<input type="text"/>
Business Email	<input type="text" value="jhorwitz@itw.com"/>
Alternate Email	<input type="text"/>
State or Province	<input type="text"/>
Country *	<input type="text"/>

- Employees can make any changes to the information on the **My Profile** screen, with the exception of the Workday fields. Once all changes have been made, click on **Submit**.  
**Result:** Changes are saved and **My Profile** screen is read-only.

### My Profile

First Name	Jeffrey
Last Name	Horwitz
Preferred First Name	Jeffrey
Preferred Last Name	Horwitz
Job Title	Sr Financial Analyst
Office Phone	
Mobile Phone	
Fax	
Business Email	jhorwitz@itw.com
Alternate Email	
State or Province	
Country	
Date of Birth	May 01 1980

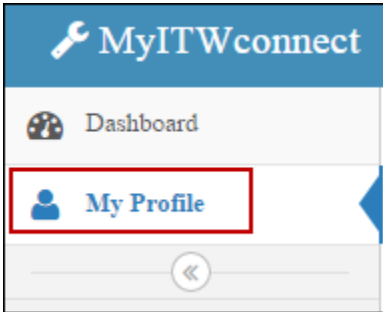
Edit Profile
Change Password
Security Questions and Answers

### Change Employee Password

US employees can change their passwords within the **My Profile** screen.

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

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



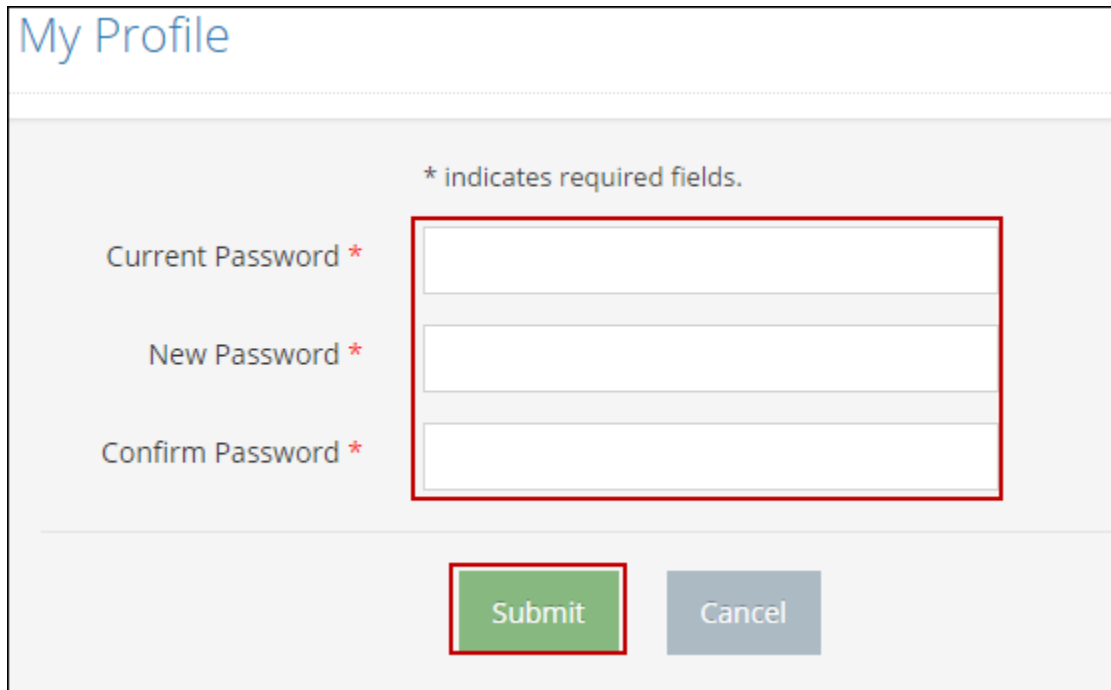
2. Click on **Change Password**.

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

Field	Value
First Name	Jeffrey
Last Name	Horwitz
Preferred First Name	Jeffrey
Preferred Last Name	Horwitz
Job Title	Sr Financial Analyst
Office Phone	
Mobile Phone	
Fax	
Business Email	jhorwitz@itw.com
Alternate Email	
State or Province	
Country	
Date of Birth	May 01 1980



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



My Profile

\* indicates required fields.

Current Password \*

New Password \*

Confirm Password \*

Submit Cancel

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

My Profile	
First Name	Jeffrey
Last Name	Horwitz
Preferred First Name	Jeffrey
Preferred Last Name	Horwitz
Job Title	Sr Financial Analyst
Office Phone	
Mobile Phone	
Fax	
Business Email	jhorwitz@itw.com
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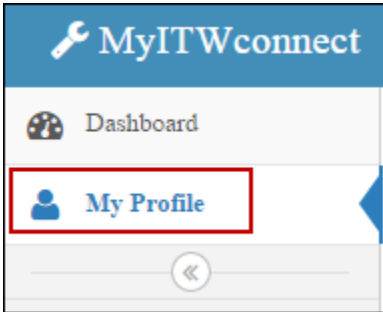
[Edit Profile](#) [Change Password](#) [Security Questions and Answers](#)

### Change Security Questions and Answers

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

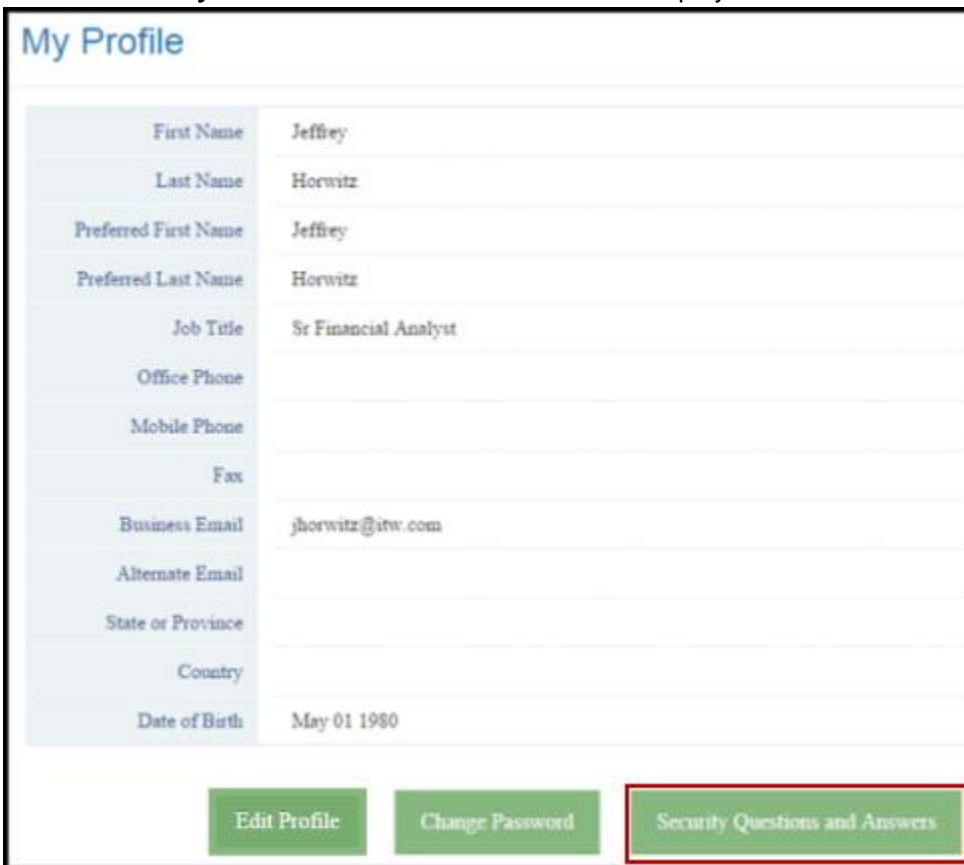
1. Select **My Profile** from left side menu.

**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.



- 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, there is an empty answer field.

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

- 4. Click on **Submit**.

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

My Profile	
First Name	Jeffrey
Last Name	Horwitz
Preferred First Name	Jeffrey
Preferred Last Name	Horwitz
Job Title	Sr Financial Analyst
Office Phone	
Mobile Phone	
Fax	
Business Email	jhorwitz@itw.com
Alternate Email	
State or Province	
Country	
Date of Birth	May 01 1980

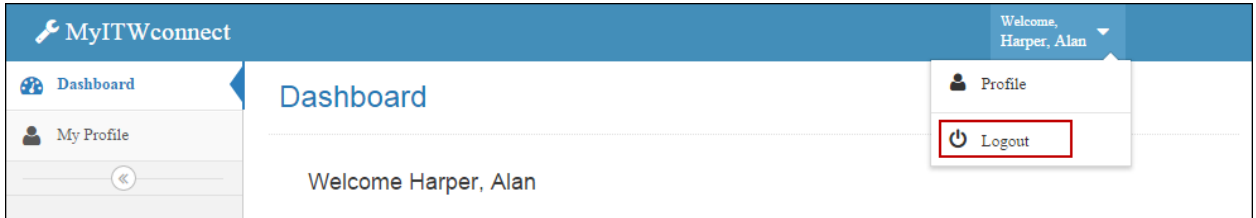
[Edit Profile](#) [Change Password](#) [Security Questions and Answers](#)

### Log Out of Registration

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