

Logging into *myOCinfo*

The logo for myOCinfo, featuring the text "myOCinfo" in a serif font. The "O" is stylized with a green leaf and an orange segment.

Important Notice - Access to this system is restricted to authorized users only. Inappropriate use of this system is prohibited and could be subject to disciplinary action. All records, reports and data generated by or residing upon this system are the property of Orange County.

User ID:

Password:

Sign In



Employees will log into myOCinfo using the same user-id and password they use to log into their work computer each day.

Same User-ID
&
Password



Log On to Windows

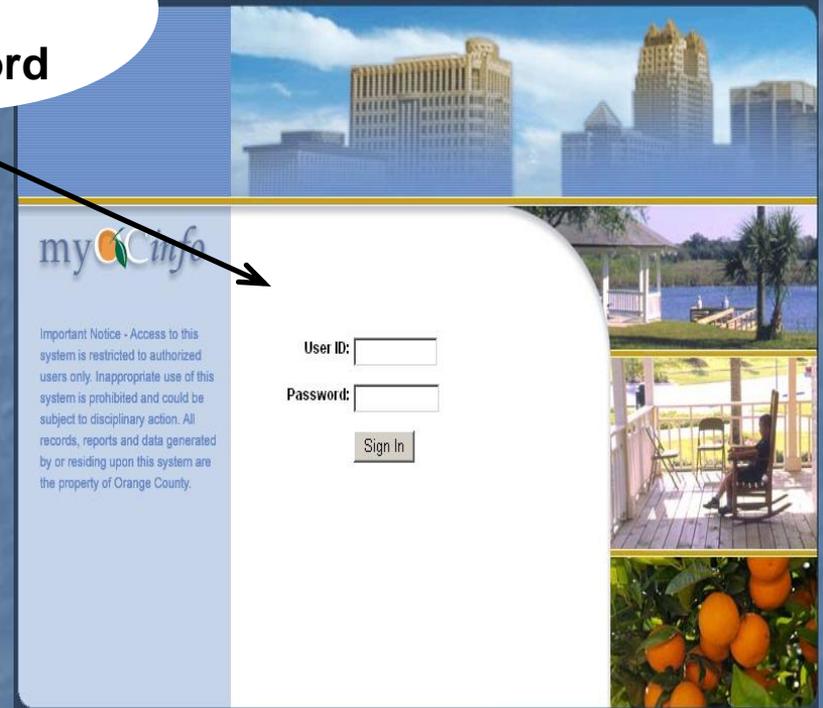
Microsoft Windows XP Professional

Copyright © 1985-2001 Microsoft Corporation

User name:

Password:

OK Cancel Shut Down... Options <<



myOCinfo

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User ID:

Password:

Sign In

Note: If you have never logged into an Orange County computer, or were never assigned a username and password in order to access a work computer, you MUST use the process outlined on the next page in order to log in and create Network Account.



Log On to Windows

Microsoft Windows xp Professional
Copyright © 1985-2001 Microsoft Corporation

User name:

Password:

OK Cancel Shut Down... Options <<

Change Password

Microsoft Windows xp Professional
Copyright © 1985-2001 Microsoft Corporation

User name:

Log on to:

Old Password:

New Password:

Confirm New Password:

OK Cancel

Step 1: The employee MUST first log themselves into Windows before logging into myOCinfo.

Use the following information to log computer into Windows:

User name: 6-digit Employee ID

Password: "oc- [last four digits of ssn + your four digit birth year]"

Example: if last 4 of SSN is 1234 and birth year is 1960, your password is oc-12341960

The password would be: oc-12341960

Step 2: The Employee will then be prompted to create a New Password. The system requires the password meet the following criteria:

At least 10 characters long

Does not contain account or name

Contains at least 3 of the following 4 options:

Uppercase letters (A through Z)

Lowercase letters (a through z) Numbers (0 through 9)

Non-alphabetic characters (!, \$, #, %, @, _, -, etc.)

Enter a password that you will remember.

You will need to enter this password each time you log into a computer and MyOCinfo.



Step 3: Navigate to CountyLine Intranet <http://countyline/>

Step 4: Under HR Corner, find Employee Self-Service and select "MyOCInfo – Apply for Jobs View and Update Your Personal Information"

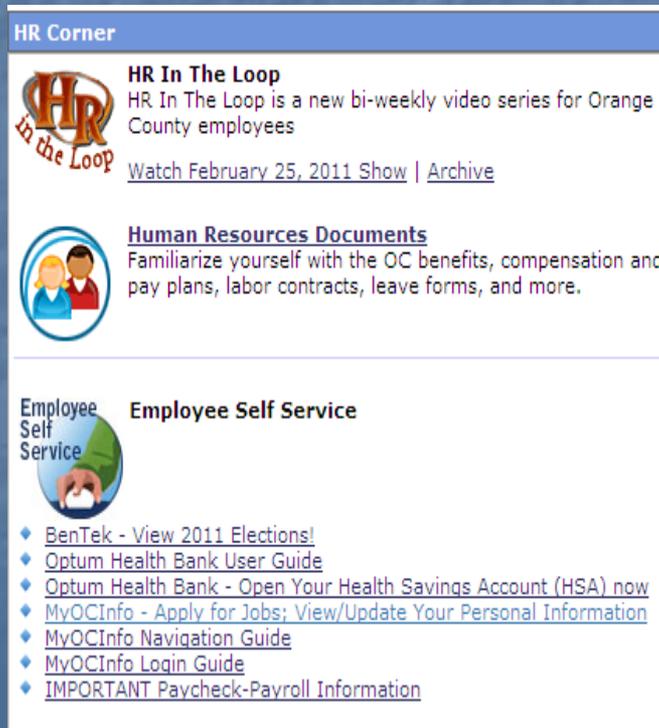
Step 5: Log into myOCinfo using:

- User-ID: 6-digit Employee ID
- Password: Password created in step 2

Once an OC Network user name and password has been established, myOCinfo can be accessed from home or work. The following pages are navigational guides that will assist with navigating through myOCinfo from home or work.

Access from Work

If accessing **myOCinfo** at work, you will need to visit the **CountyLine** website (<http://countyline/>) and click on the **myOCinfo** link located in the section titled HR Corner (see below).



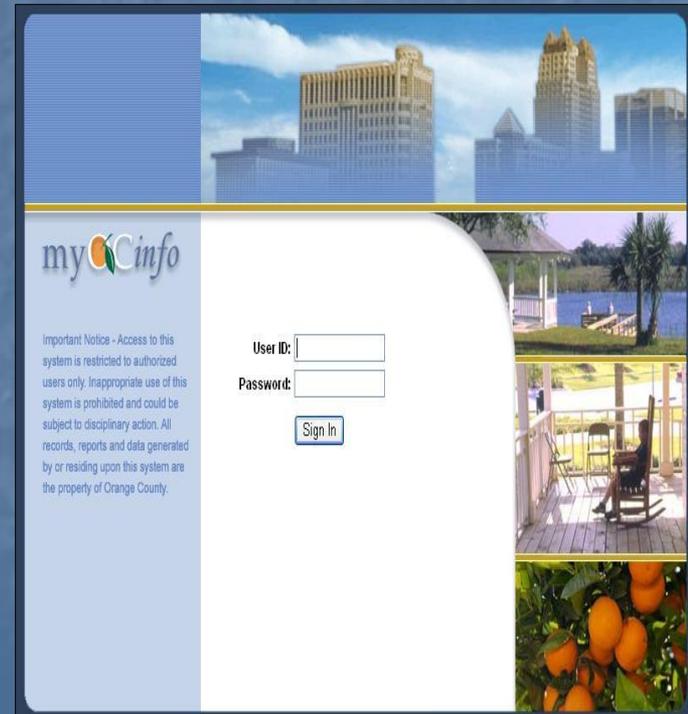
HR Corner

HR In The Loop
HR In The Loop is a new bi-weekly video series for Orange County employees
[Watch February 25, 2011 Show](#) | [Archive](#)

Human Resources Documents
Familiarize yourself with the OC benefits, compensation and pay plans, labor contracts, leave forms, and more.

Employee Self Service

- ◆ [BenTek - View 2011 Elections!](#)
- ◆ [Optum Health Bank User Guide](#)
- ◆ [Optum Health Bank - Open Your Health Savings Account \(HSA\) now](#)
- ◆ [MyOCInfo - Apply for Jobs; View/Update Your Personal Information](#)
- ◆ [MyOCInfo Navigation Guide](#)
- ◆ [MyOCInfo Login Guide](#)
- ◆ [IMPORTANT Paycheck-Payroll Information](#)



myOCinfo

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User ID:

Password:



Access MyOCinfo From HOME

If accessing **myOCinfo** at HOME, visit Orange County's external website **www.orangecountyfl.net**. Click on the **OC Anywhere** link located on the top right corner of the home page. Log into **OC Anywhere** using your network user id and password. Click the **Launch Pad** link and then select the **myOCinfo** link. Log into **myOCinfo** using your network user id and password.





Login Problems

Please contact the ISS Service Center at 407.836.2929 or via email at servicecenter@ocfl.net with any problems with logging into myOCinfo