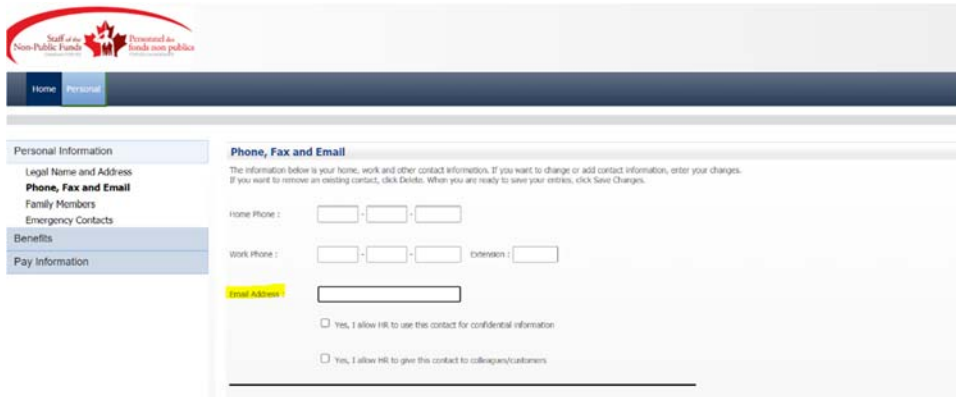


## How to authenticate your email

It is essential for you to access **MYTALENT** and **CORE** – two new digital work tools.

To do so, you must first authenticate the email you have provided the employer for work related communication. This is the e-mail that you can find in your HR Self Service:

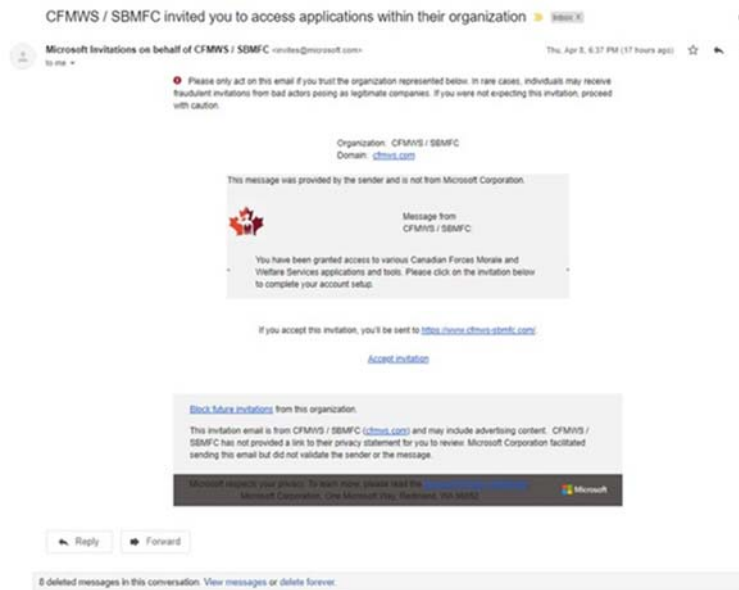


The screenshot shows the HR Self Service interface. At the top left is the logo for the Staff of the Non-Public Funds (SNPF) with the text 'Employed in funds non publics'. Below the logo is a navigation bar with 'Home' and 'Personal' tabs. The main content area is titled 'Personal Information' and includes a sidebar with links for 'Legal Name and Address', 'Phone, Fax and Email', 'Family Members', 'Emergency Contacts', 'Benefits', and 'Pay Information'. The 'Phone, Fax and Email' section is active and contains the following fields and options:

- Home Phone: [ ]-[ ]-[ ]
- Work Phone: [ ]-[ ]-[ ] Extension: [ ]
- Email Address: [ ]
- Yes, I allow HR to use this contact for confidential information.
- Yes, I allow HR to give this contact to colleagues/customers.

Here's how to authenticate:

1. You received a 'Microsoft Invitations on behalf of CFMWS' email in your inbox.
2. Please click on 'Accept Invitation'. Rest assured that the 'Accept Invitation' email is safe and does not represent phishing. Here is what it will look like:



3. Type in your email and password (please use your email, and associated password, that this present communication is addressed to)
4. Access **MYTALENT** and **CORE**!

### **Need help?**

If your attempt to **MYTALENT** and **CORE** remains unsuccessful, or you can't find the 'Microsoft Invitation' email, please create an IT Ticket at:  
<https://www4.cfmws.com/website/interactive/it/itss/en/itssservicerequest.asp>.