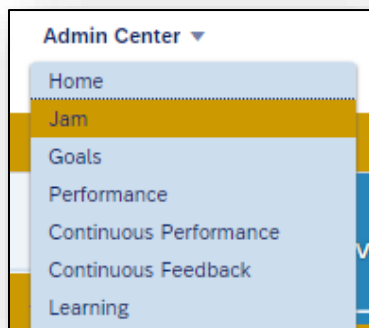




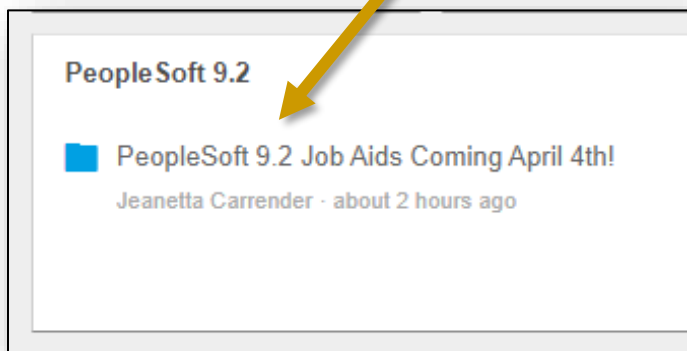
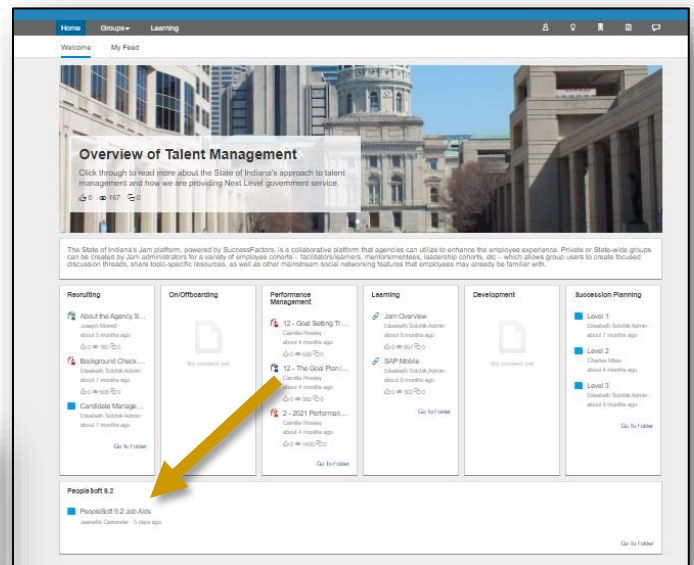
Welcome to the State of Indiana’s new SuccessFactors Jam Site.

This guide will walk you through how to access the SuccessFactors JAM Page.

1. All employees will need to login into SuccessFactors using this link:
<https://successfactors.in.gov/saml2/idp/sso?sp=https://www.successfactors.com/indianaoff>
2. Follow the on-screen prompts to login into the SuccessFactors platform. Please see the following pages for additional guidance.
3. Once logged in, click the dropdown menu found in the top navigation pane on the home screen, and select “JAM” to access the SuccessFactors Jam site.



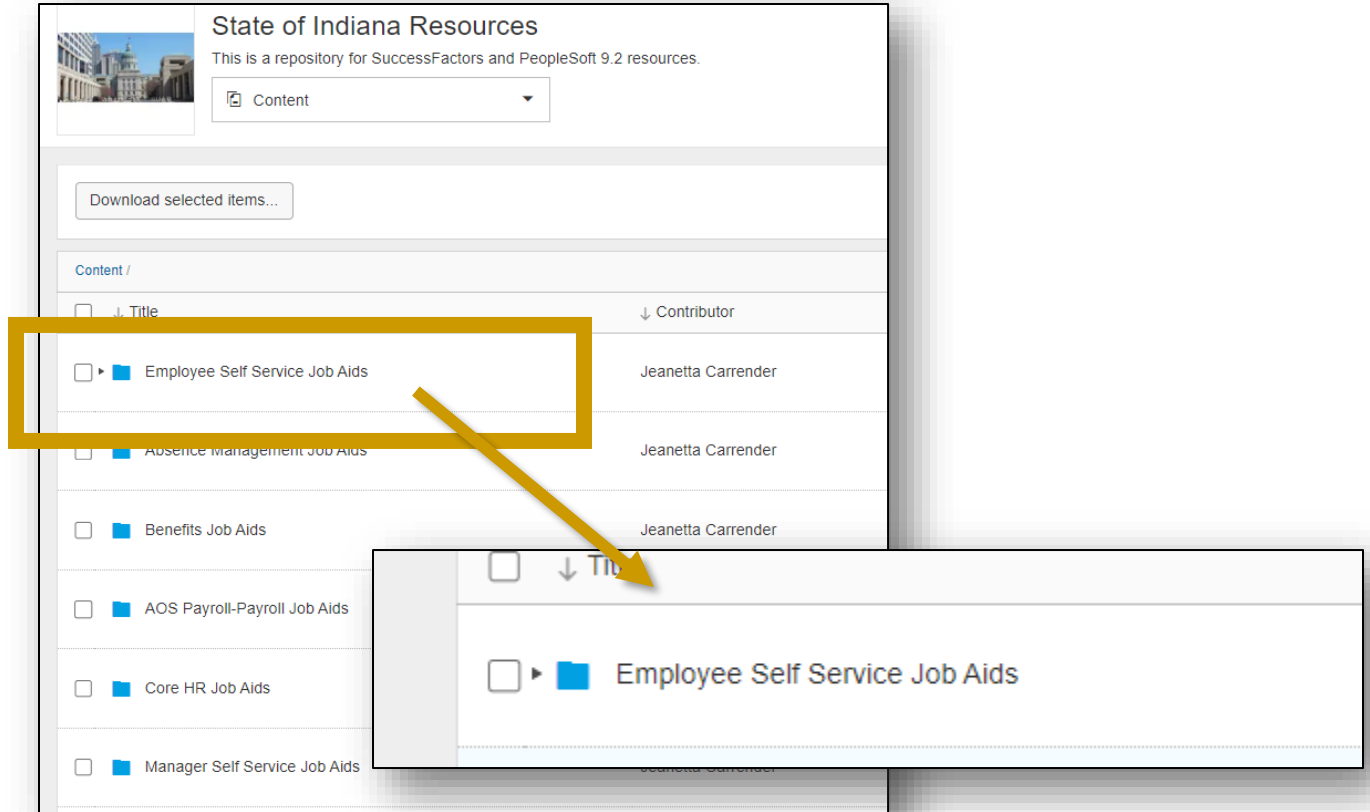
4. You can now access the Peoplesoft 9.2 Job Aids Folder.



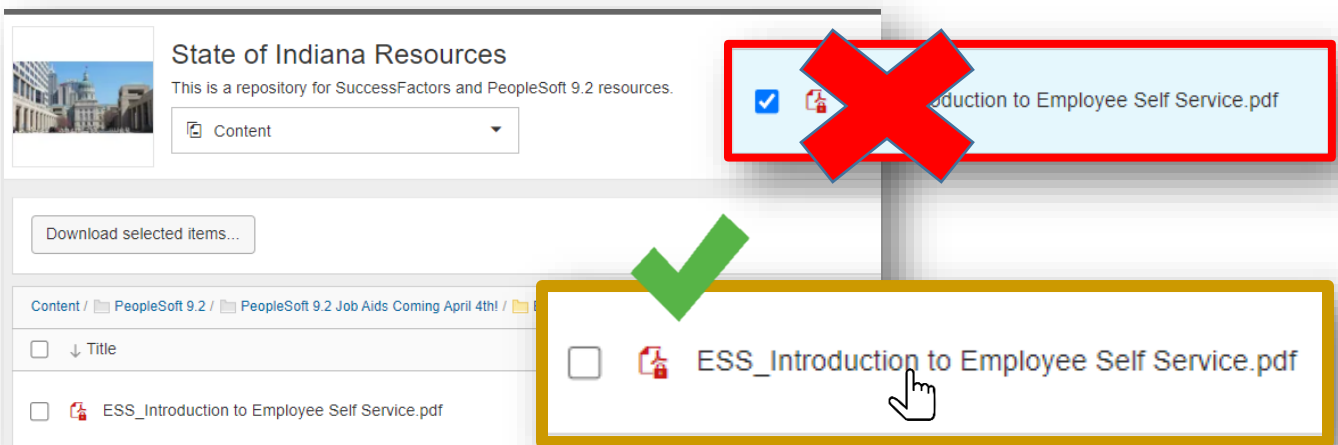


5. Select the appropriate folder for the Job Aid you are searching.

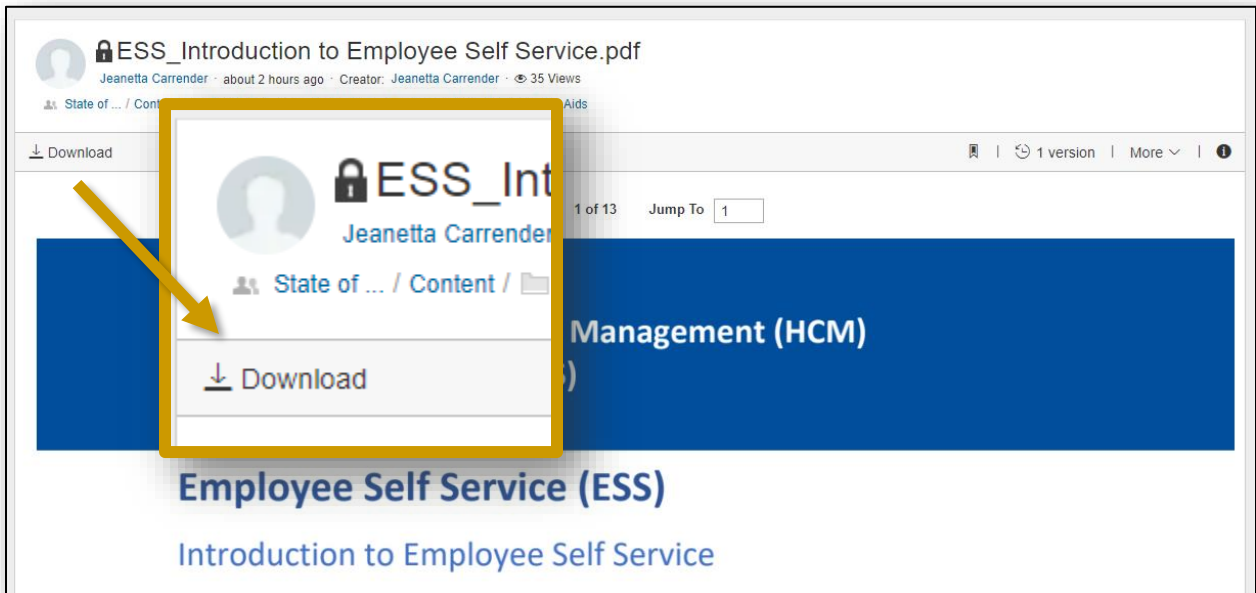
The example shown here is the Employee Self Service Job Aids folder.



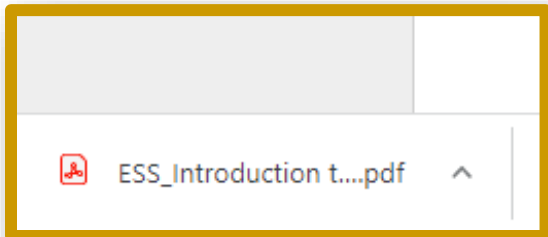
6. Select the PDF you wish to view (**do not check**): This will allow you to view the job aid in the browser.



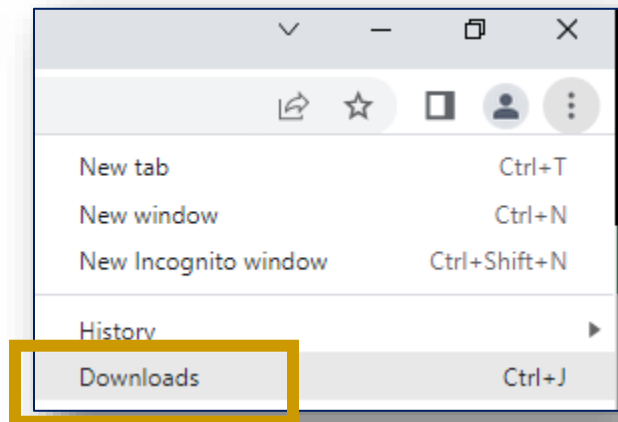
7. Next, select the download option



8. The PDF will download and can be seen in the lower lefthand corner of the web browser.



You can also check your downloads folder, located in the upper right-hand side of the web browser. Select the three ellipses (dots) and scroll to Downloads.



Remember: Google Chrome is the preferred web browser for SuccessFactors.



Trouble logging into SuccessFactors?

Please review our Login Guide:

[SAP SuccessFactors Learning Management System User Login Guide](#)



Indiana State Personnel Department

*SAP SuccessFactors is compatible with the most recent version of **Google Chrome**.*

If you experience issues within SAP SuccessFactors, please check your browser for updates. For additional questions regarding browsers, please contact the IOT Helpdesk at 317-234-HELP (4357) or 1-800-382-1095.