

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: <u>https://successfactors.in.gov/saml2/idp/sso?sp=https://www.successfactors.com/indiana</u> <u>off</u>
- 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.





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

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

State of Indiana R This is a repository for Succes	SOUICES Factors and PeopleSoft 9.2 resources.
Download selected items	
Content /	
□ Title	↓ Contributor
Employee Self Service Job Aids	Jeanetta Carrender
	Jeanetta Carrender
Benefits Job Aids	Jeanetta Carrender
AOS Payroll-Payroll Job Aids	
Core HR Job Aids	Employee Self Service Job Aids
Manager Self Service Job Aids	

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

State of Indiana Resources This is a repository for SuccessFactors and Peoples Content	Soft 9.2 resources.
Download selected items	
Content / PeopleSoft 9.2 / PeopleSoft 9.2 Job Aids Coming April 4th! / Pite	ESS Introduction to Employee Self Service.pdf
ESS_Introduction to Employee Self Service.pdf	

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SAP SuccessFactors JAM User Job Aid Access Guide – PeopleSoft 9.2



7. Next, select the download option



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



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

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.







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.

