

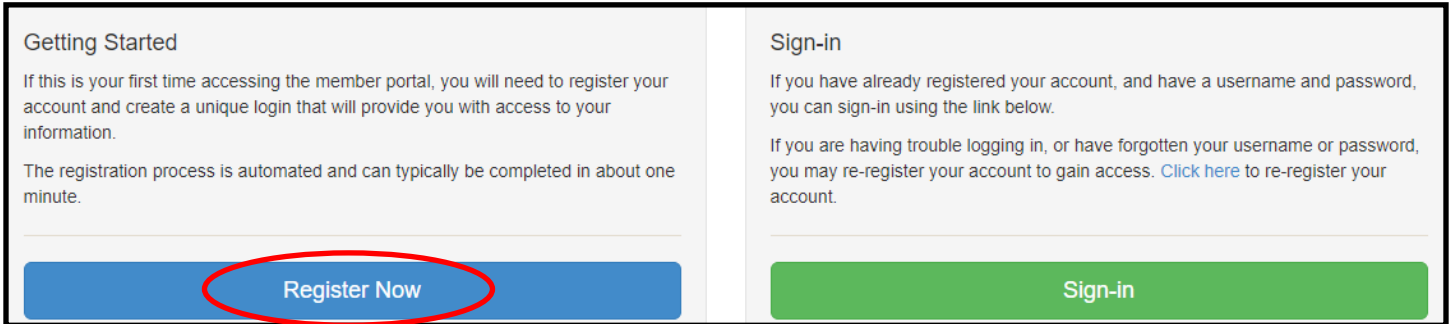
# Member Administration Portal Guidance:

## Registering/Forgot Password

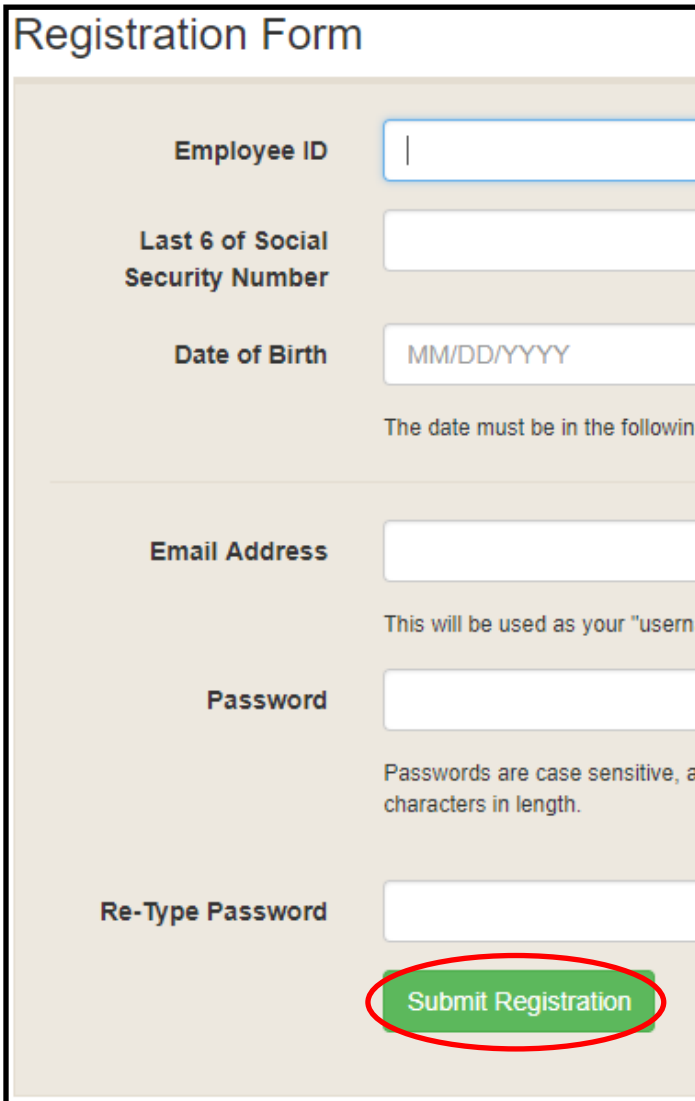
**Purpose:** This document contains instructions for a member to register and log in to MAP.

**Instructions:** MAP does not include a password reset function. If a member is unable to log in, they can quickly re-register their information to gain immediate access to the portal.

Go to <https://sehp.member.hrissuite.com>. Click the blue “Register Now” button.



The screenshot shows two columns of options. The left column is titled "Getting Started" and contains a blue button labeled "Register Now" which is circled in red. The right column is titled "Sign-in" and contains a green button labeled "Sign-in".



The screenshot shows a registration form with the following fields and instructions:

- Employee ID:** A text input field.
- Last 6 of Social Security Number:** A text input field.
- Date of Birth:** A text input field with the placeholder "MM/DD/YYYY". Below it, a note says "The date must be in the following".
- Email Address:** A text input field. Below it, a note says "This will be used as your 'username'".
- Password:** A text input field. Below it, a note says "Passwords are case sensitive, and must be at least 8 characters in length."
- Re-Type Password:** A text input field.
- Submit Registration:** A green button at the bottom, circled in red.

Complete the required fields to register.

- The Employee ID is the SHaRP ID, not the WSU ID. To find your SHaRP ID, log in to myWSU and hover the mouse over the white box in the SHaRP ID section. Your SHaRP ID will appear.
- Last six digits of SSN only
- Date of birth, formatted MM/DD/YYYY
- The email address is the primary email contact currently in MAP. By default, this is the @wichita.edu, @niar.wichita.edu, or @shockers.wichita.edu email address.
- Create your new password.

Click “Submit Registration” to complete the process. You will immediately be able to login using the email address and password you just registered.

To verify your information before submitting 2019 elections, review the [Verifying Information](#) guide.

For help navigating the enrollment portal to submit 2019 elections, review the [Making Elections](#) guide.