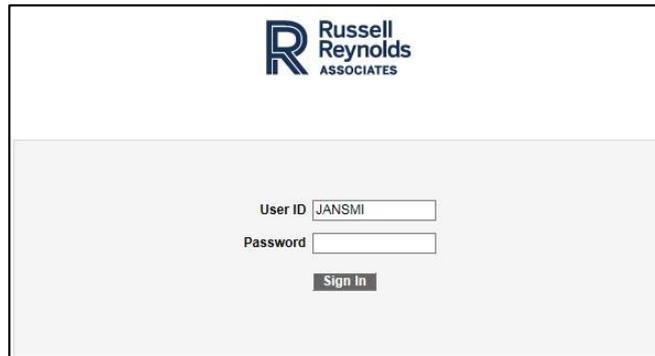


To log into PeopleSoft from inside the firm's network:

Open Internet Explorer and enter the following URL: **http://ghc**
When prompted, enter your RRA Network ID (i.e. Jane Smith = JANSMI) and Password



Logging In



Russell Reynolds ASSOCIATES

User ID

Password

To view and update your personal information, go to "Emp Self Service Quick Link" and click on the "Personal Information Summary" link.



Personal & Emergency Contact Information



ORACLE

RRA Personalized Home Page

Emp Self Service Quick links

-
-
-
-

Personal Information Summary

Jane Doe
 Name
 Jane Doe
 Change Name

Home/Mailing Addresses
 Addresses

Address Type	Status	As Of	Country	Address
Home	Current	04/17/2015	USA	24000 Main street ASHBURN, VA 10168

Change Home/Mailing Addresses

Phone Numbers
 Phone Numbers

Phone Type	Phone Number
Business Phone 1	+1 (212) 824-1908
Business Phone 2	111808
Mobile Phone	+1 (917) 123-4567

Change Phone Numbers

Emergency Contacts
 Emergency Contacts

Name	Relationship to Employee
John Doe	Spouse

Change Emergency Contacts

Email Addresses
 Email Addresses

Email Type	Email Address
Business	[Redacted]
Personal	jane.doe@russellreynolds.com

Change Email Addresses

Ethnic Groups
 Ethnic Groups

Description
Asian

Change Ethnic Groups

To update your spouse/partner information, go to “Emp Self Service Quick Links” and click on the “Spouse/Partner” link.



Spouse/Partner Information

ORACLE

RRA Personalized Home Page

Emp Self Service Quick links

- Personal Information Summary
- Home and Mailing Address
- Emergency Contacts
- Spouse/Partner**

To update your photo, go to @RRA and click on the “Update My Photo” link under “Global Human Capital.”



Update Photo

