Logging in to your Employee Records

1. Before you can login, you must have a username and password. The default account information is as follows:
   Username: letters and numbers proceeding the @ sign in your Southern State email address
   Password: SScc+last four digits of your employee ID number. If you do not have a Southern State email address contact your supervisor to have one set up.

2. Go to our website: www.sssc.edu Click on “My SSCC” link at the upper right side of the page border:

3. Click on “My Records” link in the green box:

4. Login by entering a username and password at the box in the upper right side of the page border:
*Please contact the SSCC Tech Support at 937.393.3431 x2800 Monday through Thursday, 8am to 7pm and Friday, 8am to 5pm if you need your MyRecords, MyMail or MyBlackboard account password reset.

5. You will then be able to access the My Records portal. Click on the Employee Info link to access your employee records:

![MyRecords portal](image1)

6. Click on the Human Resources link and you can then view any budget information, pay statements, payroll deduction information, employee job position information, tax information, and time off accrual:

![MyRecords employee info](image2)