

Welcome to PeopleHub

As part of our commitment to Red Cross People, you have been allocated access to our human resource system, PeopleHub. PeopleHub enables us to empower our people with to do what they do best: bringing people and communities together in times of need and building on community strengths.

Logging onto PeopleHub for the first time (just the first time)

There are several steps in setting up your account for the first time. We need to add in verification methods to aid in keeping your data safe and assist you in the event you require a new password. This guide will walk you through the process, and please reach out to your Red Cross contact if you need any additional support.



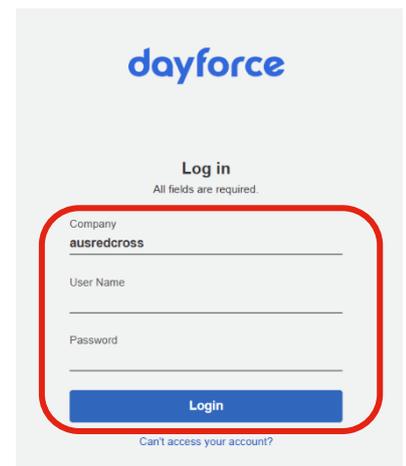
1. Access PeopleHub & Enter your Login Information

- Access PeopleHub via the “Activate My Account” link on your Welcome email.

You can also access via Volunteer Page: [Volunteer with Red Cross | Australian Red Cross](#) or direct to: <https://www.dayforcehcm.com/mydayforce/login.aspx>

You’ll notice the system on this screen and in the link is called Dayforce. Dayforce is provider of our PeopleHub system.

- Enter your login details:
 - **Company:** ausredcross
 - **Username:** supplied in your welcome email. This is typically firstname.surname
 - **Password:** supplied in your welcome email. Please contact your ARC Representative if you have not received your login details.
 - Select **Login**



dayforce

Log in
All fields are required.

Company
ausredcross

User Name

Password

Login

Can't access your account?

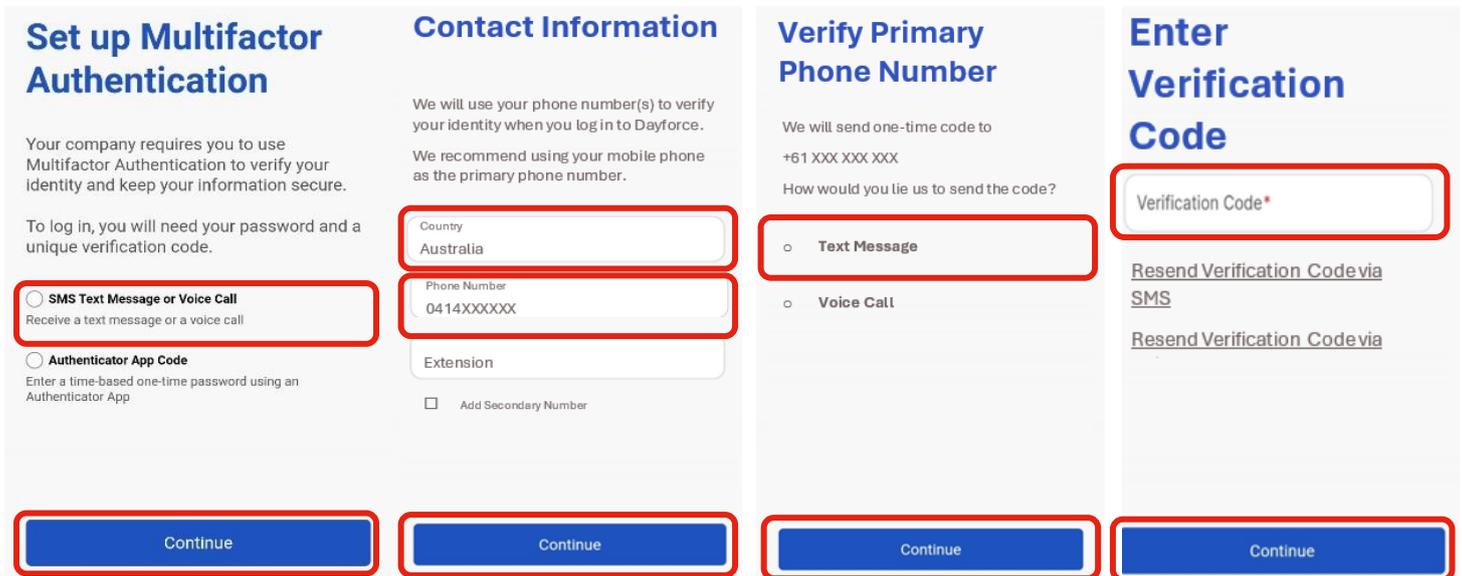
2. Select your Multifactor Authentication Option

Multifactor authentication (MFA) is a security mechanism that requires users to provide two or more forms of identification before accessing an account or system.

Note: There are a number of options you can utilise as part of MFA. The Microsoft Authenticator App can be accessed from the [Apple App Store](#) for iOS (iPhone) users or the [Google Play Store](#) if you have an Android device. We have a more detailed reference guide if you wish to utilise and Authenticator App and require support. Please reach out to your Red Cross Contact in need.

3. Set Up your Multifactor (MFA) Authentication

- Set up Multifactor Authentication by **entering** your contact information as highlighted in the images below.
- Once complete, you will receive a **Confirmation** Message, Select **Continue** to proceed.



4. Set a New Password

- Create** a new password for your PeopleHub account.
- Re-enter** this new password
- Select **Change Password**
- A confirmation message will next appear. **Select OK**

Your password should be between 10-15 characters and contain at least 3 of these 5 categories:

- 1 x Uppercase
- 1 x Lowercase
- 1 x Digit
- 1 x Non-alphabet character (e.g.: !, \$, #)
- 1 x Unicode symbols (e.g.: £)

Note: You won't be able to use your username or account name within your password



5. Add Email Address for Account Recovery

Completing the next two sections will allow you to use the self-service account recovery password in the future.

- Select** your Email Address
- Select **Submit** and you will shortly receive a validation email. Please make sure you use the link to validate your email address.

