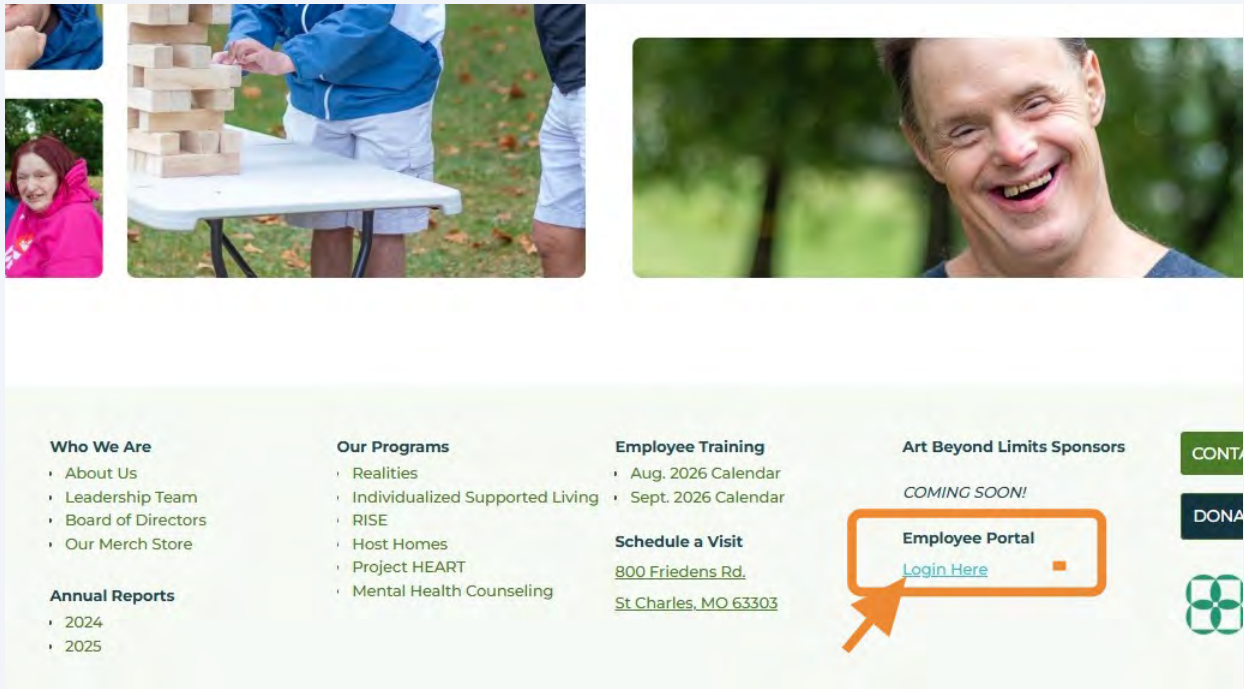


How To Access the Employee Portal

The employee portal login is located at the bottom of the home page on willowsway.org.

1 Navigate to <https://willowsway.org/>



2.

****Your Username:****

Your username will be your personal email address (The same email address is being used to send this) or the Willows Way email address assigned to you.

****To set up your password initially, please follow these instructions:****

Click on "Forgot your Password?"

Enter your email address when prompted.

Check your email for a link to complete the password setup.

****Please ensure your password meets the following criteria:****

- At least one lowercase letter
- At least one uppercase letter
- At least one number
- At least one special character from: !@#\$%^&* _ = +

If you did not receive a reset email, please check your Spam or Junk folder to ensure it was not sent there.

Employee Portal Login

Employee Login

Welcome to the Willows Way employee login area. Please enter your username and password to access the Willows Way Employee Page. If you need to reset your password, click on "Forgot your Password" to start the reset process. For login access, please contact HR.

[Forgot your password?](#)

Login

3

Enter your email address and click "Reset Password." Then follow the instructions in the email.

The screenshot shows the 'Reset Password' page for Willows Way Employees. The page has a light green header with the text 'Willows Way Employees' and 'Reset Password'. Below the header, there is a white box containing the following text: 'Reset Password', 'Please enter your email address or username. You will receive a link to create a new password via email.', and 'Email Address or Username'. Below this text is a text input field containing the email address 'jspahr@willowsaway.org'. Below the input field is a green button labeled 'RESET PASSWORD', which is highlighted with an orange rectangle.

4

Once you have created a password, click "Login"

The screenshot shows the 'Employee Portal Login' page for Willows Way Employees. The page has a light green header with the text 'Employee Portal Login'. Below the header, there is a dark green box containing the following text: 'Employee Login', 'Welcome to the Willows Way employee login area. Please enter your username and password to access the Willows Way Employee Page. If you need to reset your password, click on "Forgot your Password" to start the reset process. For login access, please contact HR.', and a text input field containing the email address 'jspahr@willowsaway.org'. Below the input field is a password input field with a masked password '*****'. Below the password input field is a link labeled 'Forgot your password?'. Below the link is a blue button labeled 'Login', which is highlighted with an orange circle.

5

Click on any section to access resources or search for a specific item.

