

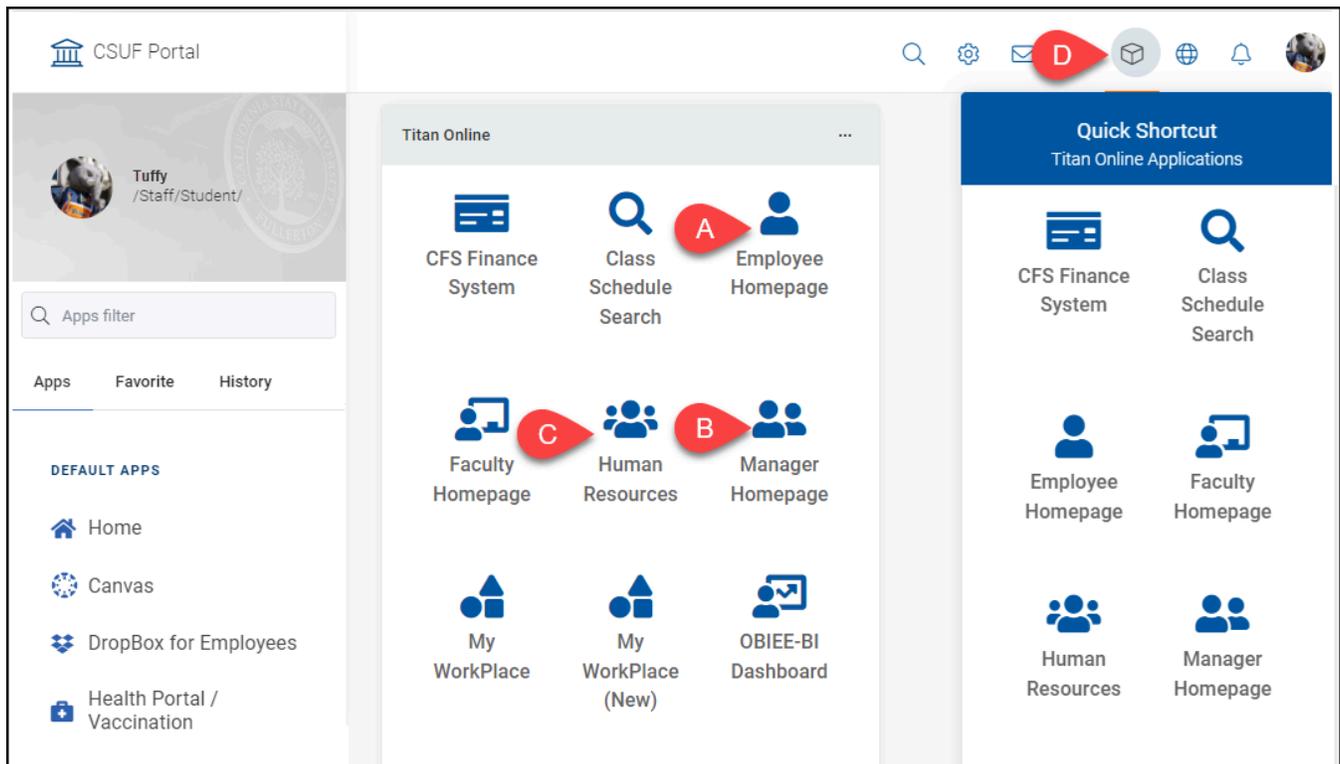
How Do I Access CHRS?

This article covers how to log in to CHRS (Common Human Resources System) which is the campus's state-side human resources system.

1. Log in to the campus portal.

[View instructions on how to log in to the campus portal.](#)

2. Locate the Titan Online widget and click on the appropriate icon. Or click on the Titan Online Apps button and select the appropriate icon.

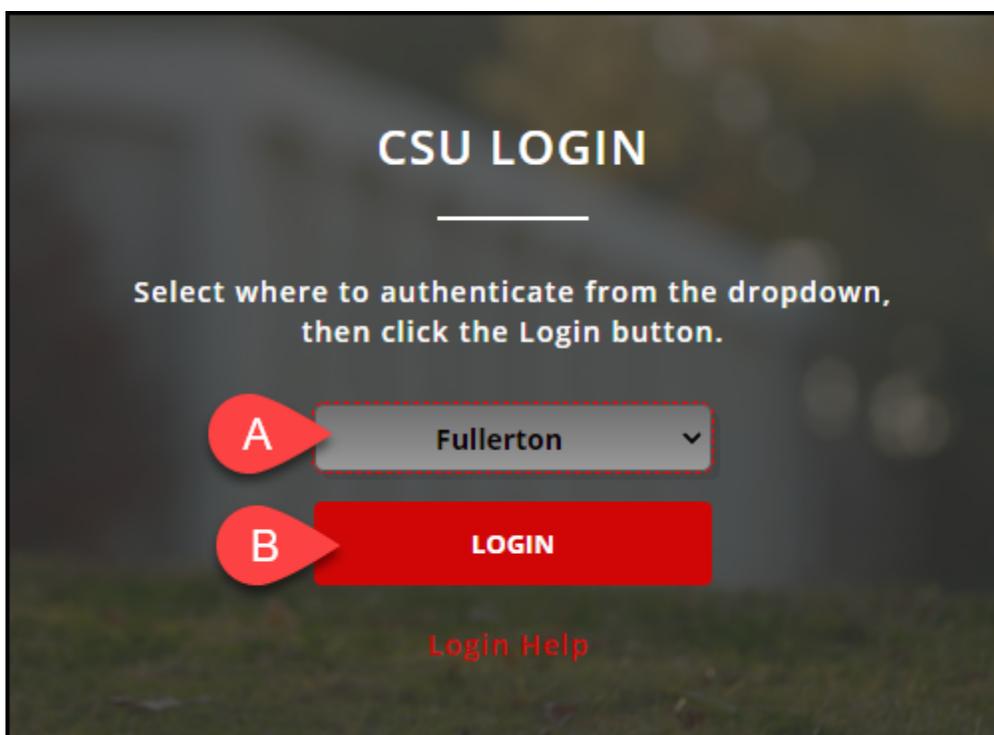


- a. **Employee Homepage** contains functionality for employees to view and manage their personal HR information. For example, an employee can update their mailing address, request absences, or make changes to their benefits.

- b. **Manager Homepage** contains functionality for managers to view and approve absence entries and time worked entries submitted by the employees that report to the manager. Some non-managers also have access to Manager Homepage for specific functionality such as the Timekeeper Absence Review.
- c. **Human Resources** contains functionality for authorized users to view and manage HR data for employees in their department(s). For example, an authorized user can reappoint student workers, review absence entries, or create an appointment for part-time faculty.

3. Select Fullerton as the campus and then click Login.

 Since CHRS is hosted by the Chancellor's Office for all CSU campuses, you will need to specify your campus to complete the login.

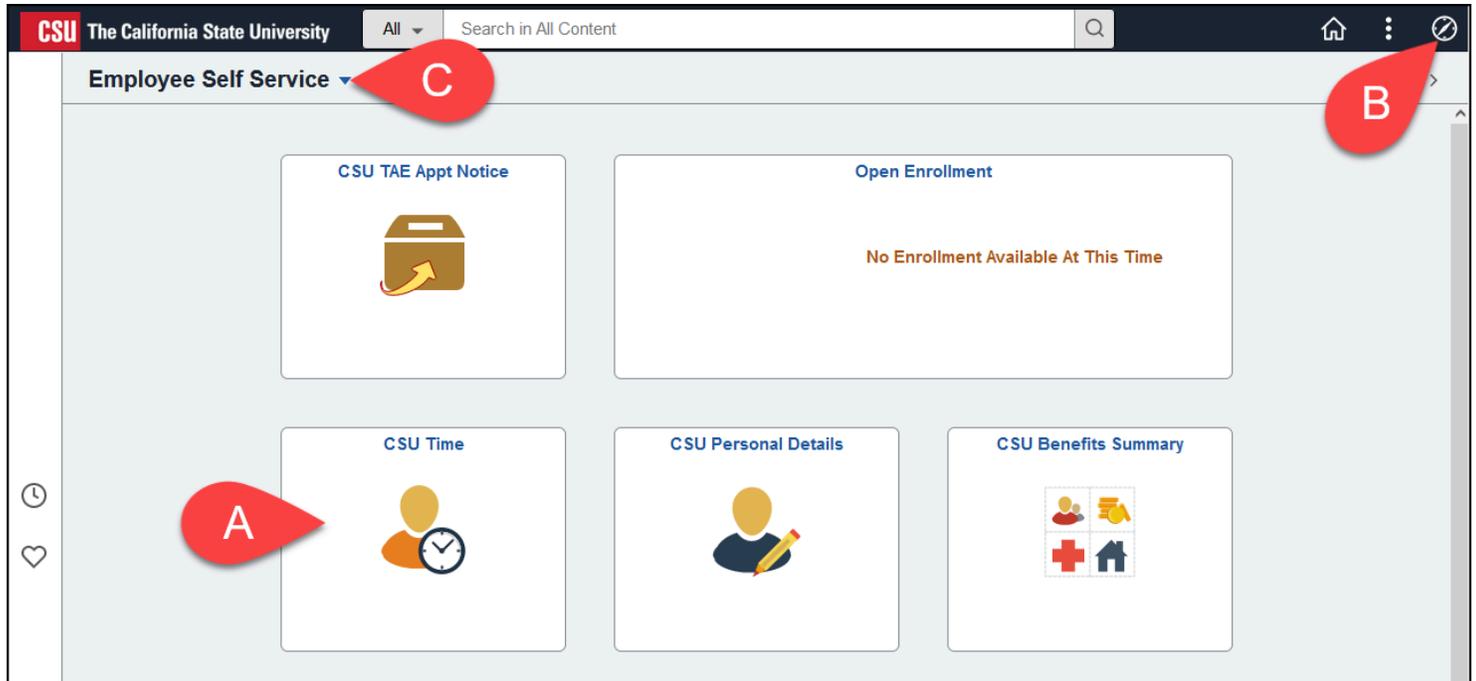


- A. Select **Fullerton** from the drop-down menu.
- B. Click **Login**.

4. You're now in CHRS. Navigate using the navigation tiles or

the NavBar.

💡 View the [CHRS Fluid Navigation Overview](#) for more information on navigating in CHRS.



- A. Click on a navigation tile to access functionality.
- B. Or use the NavBar to access the Menu which will show all functionality that you have access to.
- C. To switch between homepages, click on the current homepage (e.g., Employee Self Service) and select the homepage you wish to switch to (e.g., Manager Self Service).

Need Help?

For training and how-to assistance, contact IT Training at 657-278-5647 or ittraining@fullerton.edu.

For technical assistance, contact the IT Help Desk at 657-278-7777 or helpdesk@fullerton.edu.