State of New Hampshire
Department of Administrative Services
NHFIRST
Access and Minimum System Requirements

Purpose: This document describes the NHFIRST components, the purpose of each component, how to access each component, and the minimum computer hardware and software required to access each component.

Terms and Definitions: The following components and their definitions are used in this document. An understanding of these components and associated names is important to effectively using this document.

NHFIRST Component	Definition
NHFIRST S3/Portal	Where all ***financial transactions*** are performed, where ***agency administrators, central HR administrators, and Payroll administrators perform record maintenance and payroll transactions***, where ***Employee Self Service functions*** are performed, and where ***Time Management entry and approval*** is performed. Additionally, links (bookmarks) to ***Employee Space and Manager Space*** are located in NHFIRST S3/Portal.
Employee Self-Service (ESS)	Where employees ***view or update various payroll related functions such as pay statements, leave balances, bank deposit detail, tax withholding, and current benefits***. ESS is accessed by clicking the Employee Self-Service link (bookmark) on the left column of NHFIRST S3/Portal. Detailed instructions for using the functions in ESS are available here.
NHFIRST Rich Client	Where ***agency HR administrators and central HR administrators maintain employee and position records, where employees access and maintain their personal information and view or apply for job openings, and where managers access information about those who work for them and perform recruiting functions***. There are two versions of the NHFIRST Rich Client: 1. For **agency administrators and central administrators**, the NHFIRST Rich Client is installed on the computer and launched from an icon from the computer desktop. 2. For **employees and managers**, the NHFIRST Rich Client is an internet browser "applet" that automatically downloads and executes on the user's computer when Employee Space or Manager Space is accessed.
Employee Space	Where employees ***view and maintain their employee information***, including name, address, work assignment, personal contact information (telephone and email), emergency contact information, pay rate, and talent profile (competencies, skills, credentials, education, employment history, and achievements). Employee Space is also where employees ***view and apply for job opportunities***. The employee's talent profile is used in the job application process. Detailed instructions for using Employee Space are available here.

NHFIRST Component	Definition
Manager Space	Where Managers ***view information about those who work for them***, including name, address, work assignment, personal contact information (telephone and email), emergency contact information, pay rate, talent profile (competencies, skills, credentials, education, employment history, and achievements), increment dates, and performance review dates. Manager Space is also where manager's **perform recruiting functions**, including creating requisitions to fill job vacancies, review applicants, manage and document the applicant interview process, and select the applicant to hire. Managers should contact their Agency Human Resources Officer for guidance on using NHFIRST Manager Space.

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How to Access NHFIRST: There are two unique ways to access NHFIRST depending on the function the user wants to do, NHFIRST S3/Portal and NHFIRST Rich Client. Each of these components contains specific areas that are defined previously in this document and in the following pages for clarity. For example, NHFIRST S3/Portal contains Employee Self-Service functionality. See the prior **Terms and Definitions** section for more information on the specific functions available in each area.

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<table>
<tr><th>NHFIRST Component</th><th>How to Access</th></tr>
<tr><td>NHFIRST S3/Portal</td><td>NHFIRST S3/Portal is accessed using a computer with the Microsoft Internet Explorer web browser. The table below specifies the operating systems and Internet Explorer web browser versions that can be used to access NHFIRST S3/Portal. Note that these are the only operating systems and web browsers that can be used to access NHFIRST S3/Portal.

<table>
<tr><th colspan="6">NHFIRST S3/Portal</th></tr>
<tr><th>Function</th><th colspan="5">S3/Portal, including LBI and Employee Self Service</th></tr>
<tr><th>Operating System</th><th>Windows XP Prof/SP2</th><th>Windows Vista Business</th><th>Windows Vista Business SP2</th><th>Windows 7 Prof 32-bit</th><th>Windows 7 Prof 64-bit</th></tr>
<tr><td>Browser</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Internet Explorer 6</td><td>X</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Internet Explorer 7</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td></tr>
<tr><td>Internet Explorer 8</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td></tr>
<tr><td>Internet Explorer 9</td><td></td><td></td><td></td><td>X</td><td>X</td></tr>
</table>

- **This step needs to be performed only once.** Very specific browser settings are required in Microsoft Internet Explorer for accessing NHFIRST S3/Portal functions. Instructions for making these one-time required Internet Explorer settings are available here.
  - Open Internet Explorer and type http://www.nh.gov in the web address location and press Enter.
  - Click on the State Employees link in the left column of the nh.gov webpage.
  - Click on the NHFIRST link on the Government > State Employees page.
  - On the Administrative Services Human Resources Welcome to NH FIRST page, click on the NHFIRST S3/Portal link.
  - On the State of New Hampshire SecureAuth webpage, select the NHFIRST domain, the NHFIRST Portal – Production application, and press the Continue button.
  - Enter your userid and password on the next screens and click the Submit button to open the NHFIRST S3/Portal page.</td></tr>
<tr><td>Employee Self-Service (ESS)</td><td>Employee Self-Service is accessed from the NHFIRST S3/Portal. See the NHFIRST S3/Portal section above.</td></tr>
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<table>
<tr><th>NHFIRST Component</th><th>How to Access</th></tr>
<tr><td>NHFIRST Rich Client -- Administrators</td><td>For agency administrators and central administrators, the NHFIRST Rich Client is installed on the computer and launched by clicking the icon that was created on the computer desktop when the Rich Client application was installed. The computer used to access the NHFIRST Rich Client must meet the minimum hardware and software requirements as shown in the following table.
<table>
<tr><th>Component</th><th>Rich Client Desktop Application</th></tr>
<tr><td>Processor</td><td>Dual-Core processor minimum, 2GHz or greater processor recommended</td></tr>
<tr><td>Memory</td><td>2 gigabytes recommended (more memory = better performance)</td></tr>
<tr><td>Disk Space</td><td>250 megabytes minimum</td></tr>
<tr><td>Screen Resolution</td><td>1024 x 768 minimum, 1280x1024 recommended</td></tr>
<tr><td>Operating System</td><td>Windows XP Prof/SP2, Windows Vista Business, Windows Vista Business SP2, Windows 7 Prof 32-bit, Windows 7 Prof 64-bit</td></tr>
<tr><td>Java</td><td>1.6.0_18 or higher, including all currently available versions of 1.7</td></tr>
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<table>
<tr><th>NHFIRST Component</th><th>How to Access</th></tr>
<tr><td>NHFIRST Rich Client --
Employee Space and Manager Space</td><td>
For employees and managers, the NHFIRST Rich Client is an internet browser “applet” that automatically downloads and executes on the user’s computer when Employee Space or Manager Space is accessed. The computer used to access the NHFIRST Rich Client must meet the minimum hardware and software requirements as shown in the following table.
<table>
<tr><th>Component</th><th>Rich Client Browser Application Plug-In</th></tr>
<tr><td>Processor</td><td>Dual-Core processor minimum, 2GHz or greater processor recommended</td></tr>
<tr><td>Memory</td><td>2 gigabytes recommended (more memory = better performance)</td></tr>
<tr><td>Disk Space</td><td>Not applicable</td></tr>
<tr><td>Screen Resolution</td><td>1024 x 768 minimum, 1280x1024 recommended</td></tr>
<tr><td>Operating System*</td><td>Any that supports the web browser to be used, except as noted in the Web Browser section below.</td></tr>
<tr><td>Web Browser*</td><td>Internet Explorer 7, Internet Explorer 8, Internet Explorer 9, Firefox 3.5 or higher, Chrome 10 or higher, Safari 4.0 or higher (Windows or OS X only)</td></tr>
<tr><td>Java</td><td>1.6.0_31 or higher, including all currently available versions of 1.7 (Note: If using a 64-bit browser, must use the 64-bit Java Runtime Environment)</td></tr>
</table>
Employee Space and Manager Space can be accessed:

Through the links below by typing them in the address bar of the browser being used. Any of the web browsers specified above may be used with these links. These links MUST be used with the Firefox, Chrome, or Safari web browsers.

When the computer is connected to the state network: Intranet
When the computer is not connected to the state network (e.g., home, public library, Employee Security office): Internet

*Through the links (bookmarks) on the NHFIRST S3/Portal page. The computer must conform to the operating systems and web browsers listed in the NHFIRST S3/Portal section above. Employee Space and Manager Space cannot be accessed with Firefox, Chrome, or Safari by clicking the links (bookmarks) on the NHFIRST Portal / S3 page.

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