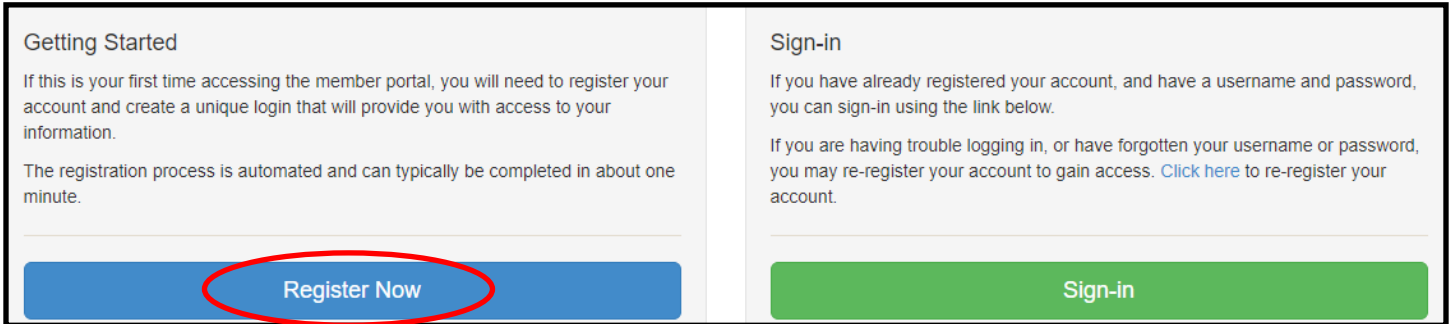# Member Administration Portal Guidance: Registering/Forgot Password
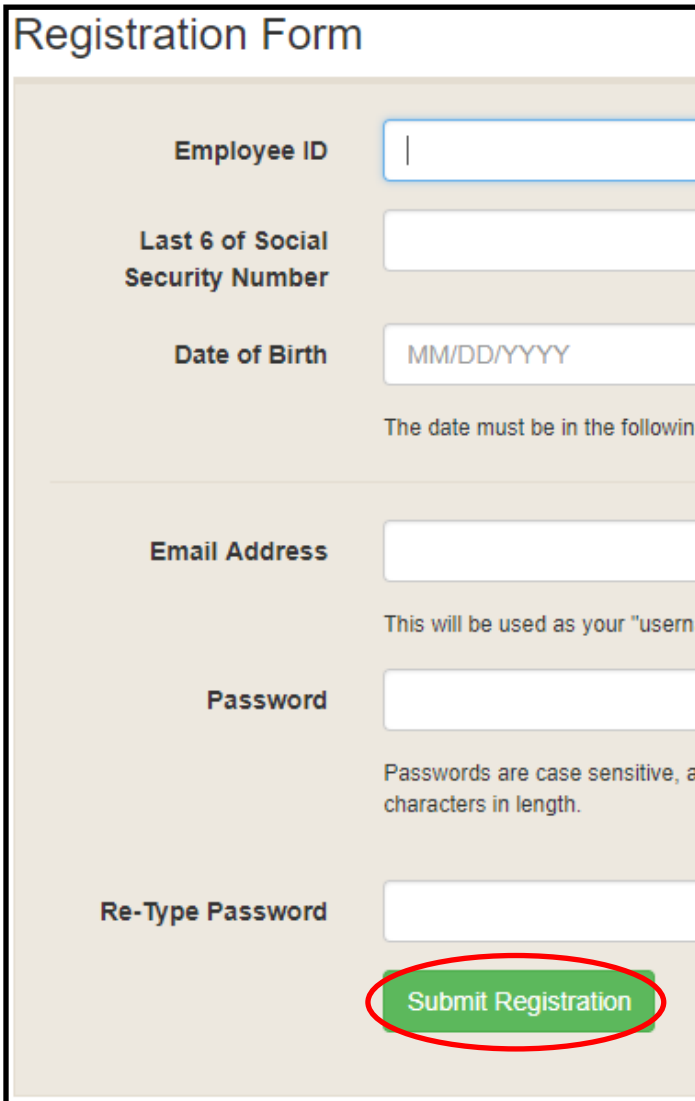
Purpose: This document contains instructions for a member to register and log in to MAP.

Instructions: MAP does not include a password reset function. If a member is unable to log in, they can quickly re-register their information to gain immediate access to the portal.

Go to https://sehp.member.hrissuite.com. Click the blue "Register Now" button.

Complete the required fields to register.

- The Employee ID is the SHaRP ID, not the WSU ID. To find your SHaRP ID, log in to myWSU and hover the mouse over the white box in the SHaRP ID section. Your SHaRP ID will appear.

- Last **six** digits of SSN only

- Date of birth, formatted MM/DD/YYYY

- The email address is the primary email contact currently in MAP. By default, this is the @wichita.edu, @niar.wichita.edu, or @shockers.wichita.edu email address.

- Create your new password.

Click "Submit Registration" to complete the process. You will immediately be able to login using the email address and password you just registered.

To verify your information before submitting 2019 elections, review the Verifying Information guide.

For help navigating the enrollment portal to submit 2019 elections, review the Making Elections guide.