

Employer Portal – User Login Procedures

These procedures provide the steps for a user to log in to TRS Gemini Employer Portal. TRS recommends accessing the Gemini Employer Portal in one of the following supported internet browsers: Google Chrome and Microsoft Edge. The Gemini Employer Portal can be accessed by navigating to one of the following links:

<https://employerportal.trsil.org/>

<https://employerportal.trsil.org/home/employeraccess>

Users are required to complete the registration process prior to attempting to log into the Gemini Employer Portal. *Refer to the Employer Portal – User Registration Procedures.* Once the user registration process is complete, the user can proceed with Step 1: User Login below.

Multifactor Authentication Process -

To ensure the security of TRS and each user account, the Portal has a two-step authentication process. The first step is for the user to enter their registered email address and password on the login page. Second, the user will enter a random and unique system generated verification code from TRS. A user must complete this two-step process for each login attempt into the Portal. The steps for logging into the Portal are explained below.

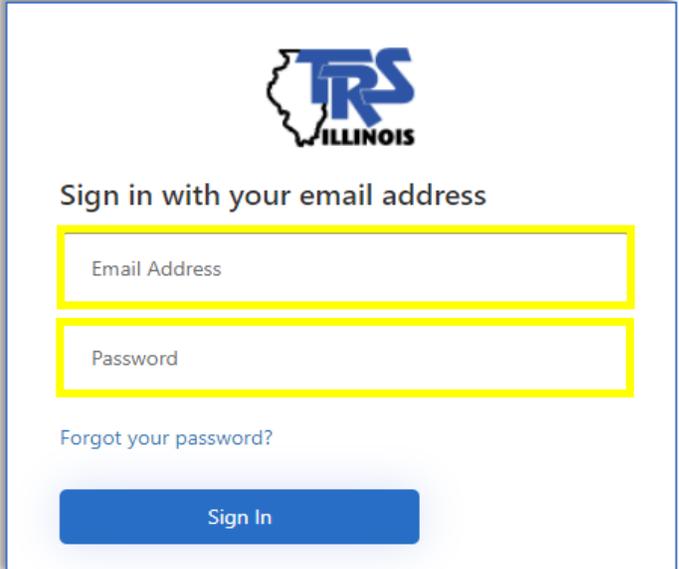
Step 1: User Login -

Once on the *Sign in with your email address* screen (*image right*), enter the following user information:

- Enter the user's registered email address in the **Email Address** text box
- Enter the user's account password in the **Password** text box

Once done, click the  button. This will navigate the user to the **Verify your email account** screen.

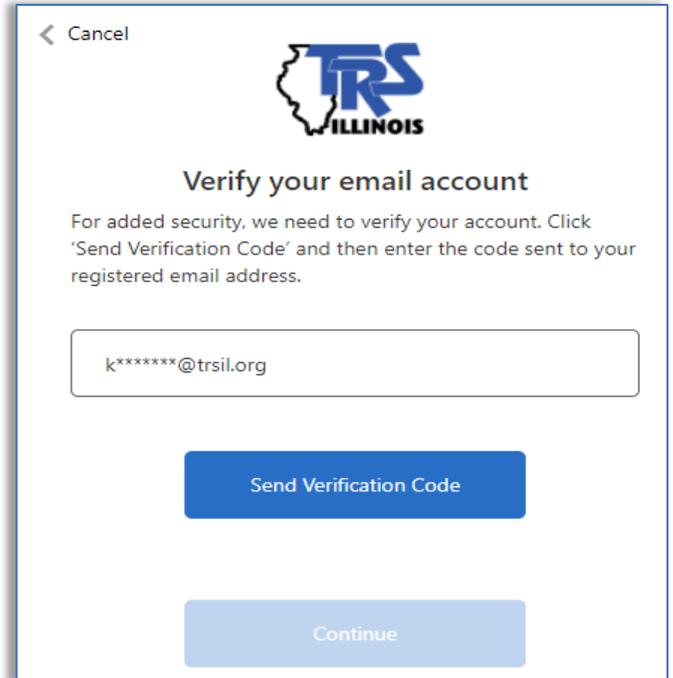
Note: For user's who have forgotten their password to the Gemini Employer Portal, refer to the *Forgot Your Password* section below for guidance.



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Step 2: Verifying User’s Email:

On the *Verify your email account* screen (image right), click the **Send Verification Code** button. This will release a system generated email to the registered email address with a one-time use verification code.



Cancel



Verify your email account

For added security, we need to verify your account. Click 'Send Verification Code' and then enter the code sent to your registered email address.

Send Verification Code

Continue

A sample of the verification code email is provided (image below). Upon receipt of the verification code email, return to the Portal login screen and proceed to Step 3: Entering Verification Code.

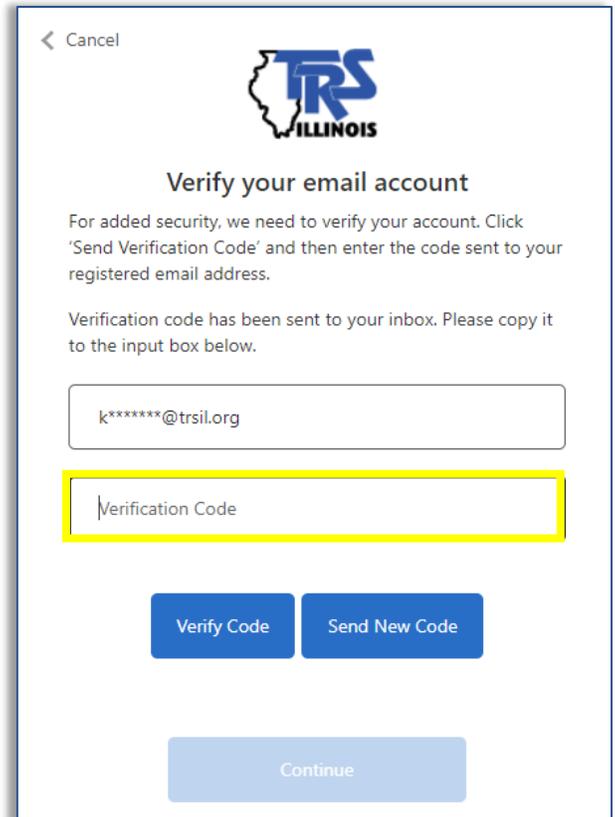


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Step 3: Entering the Verification Code -

On the *Verify your email account* screen (*image right*), enter the verification code received via email. Click the **Verify Code** button. This will validate the authenticity of the code. If valid, the user will be navigated to the verification successful screen.

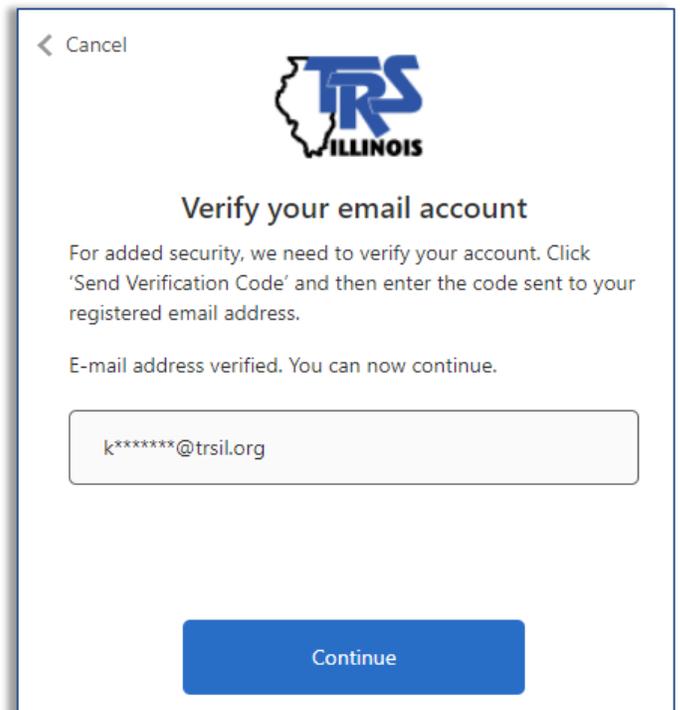
Note: Entering an incorrect code will lead to an authentication error. Recheck the entered code or use the **Send New Code** option explained below in such scenarios.



The screenshot shows a mobile application interface for verifying an email account. At the top left is a back arrow and the word "Cancel". The TRS ILLINOIS logo is at the top center. Below the logo is the title "Verify your email account". The main text reads: "For added security, we need to verify your account. Click 'Send Verification Code' and then enter the code sent to your registered email address." Below this, it says: "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: the first contains the email address "k*****@trsil.org", and the second is labeled "Verification Code" and is highlighted with a yellow border. At the bottom, there are three buttons: "Verify Code" and "Send New Code" are blue, and "Continue" is light blue.

Step 4: Email Address Verified -

Once a verification code has been validated, click the **Continue** button on the *email address verified* screen (*image right*) to navigate to the Employer Dashboard. Refer to the *Employer Portal – Dashboard Procedures* for further guidance of navigating within the Gemini Employer Portal.



The screenshot shows the same mobile application interface as the previous one, but the verification code input field is no longer present. The main text now reads: "E-mail address verified. You can now continue." Below this is the same email address input field "k*****@trsil.org". At the bottom, there is a single blue button labeled "Continue".

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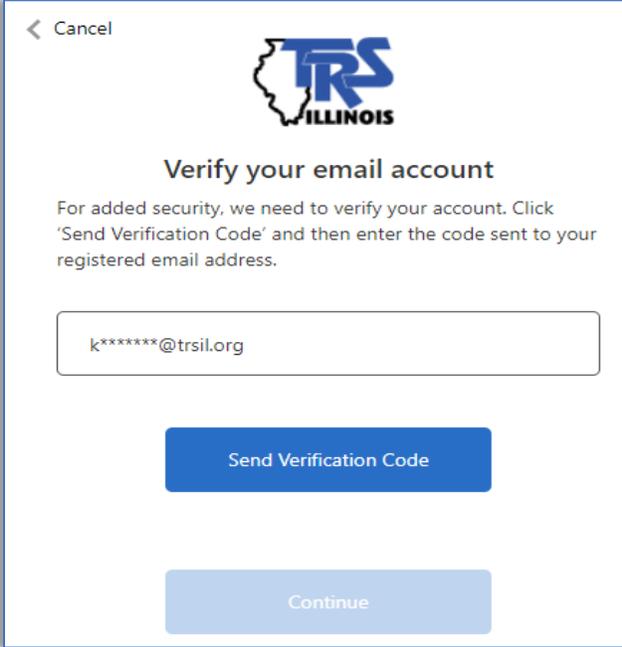
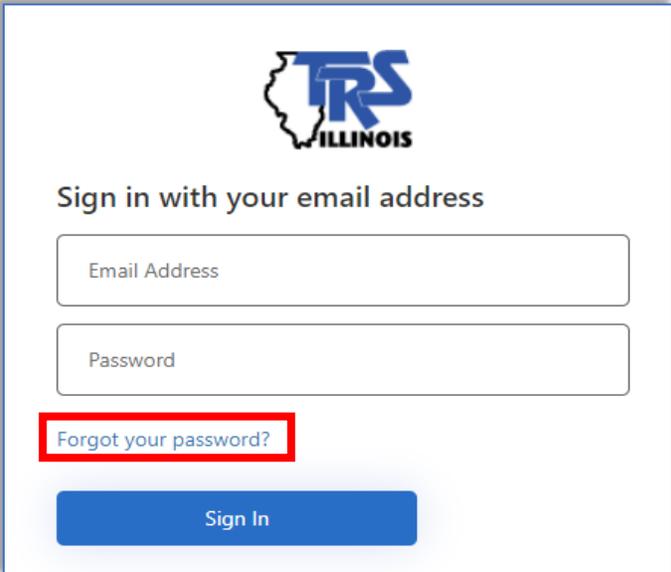
Using the Send New Code button: During the verification step, if for some reason the user has not received the security code email or if they are unable to proceed to the next step with the current security code, the user can select the **Send New Code** button. This will re-send the verification email. Please be sure to use the latest email for the valid verification code as using any older emails will result in an error.

Using the Cancel button: At any point during the login process, if the user does not wish to continue with the login process, they can click the  button located near the top-left section of the login screens. This will exit the login flow and navigate the user back to the Gemini Portal login screen.

Forgot Your Password -

In the event that the user forgets their registered password for the Portal, the user can reset their password using the following steps.

From the Gemini Portal login screen (*image right*), click the **Forgot your password?** link. This will route the user through a security code verification process explained below. At the end of the process, the user can set their new password for their Gemini account.

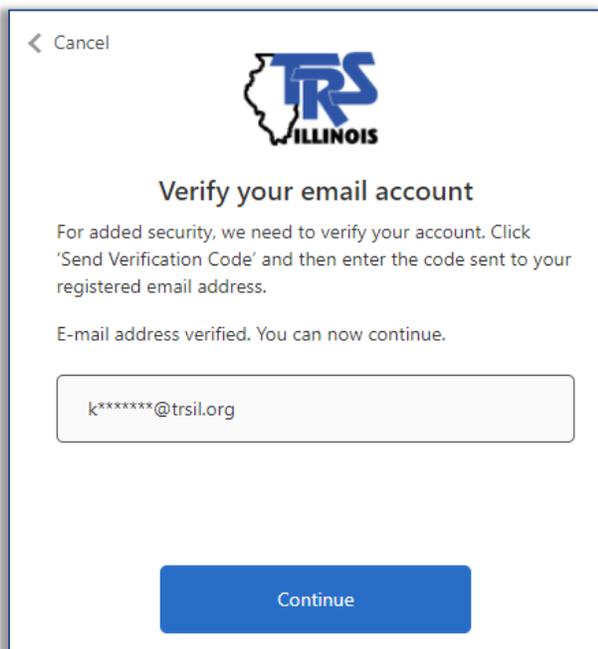
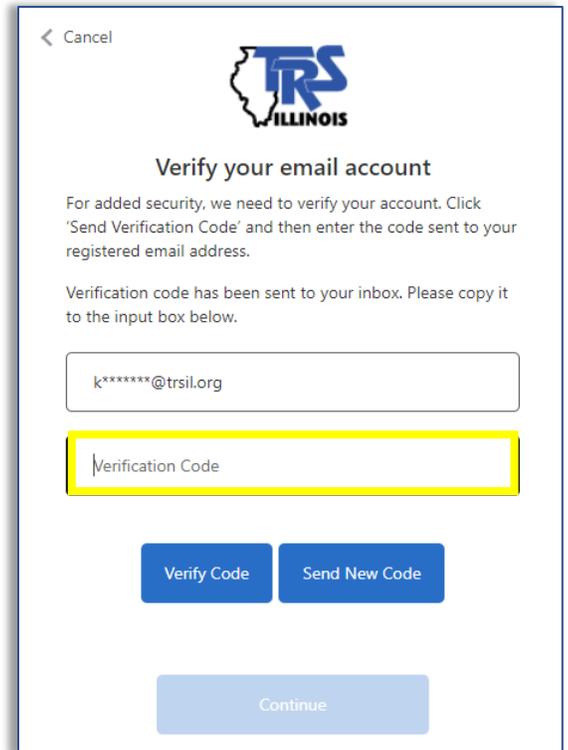


Clicking the **Forgot your password?** link will take the user to the **Verify your email account** screen (*image left*).

From the **Verify your email account** screen, the user must enter their registered email address. Once entered, click the **Send Verification Code** button. This will release a system generated email to the registered email address with a one-time use verification code.

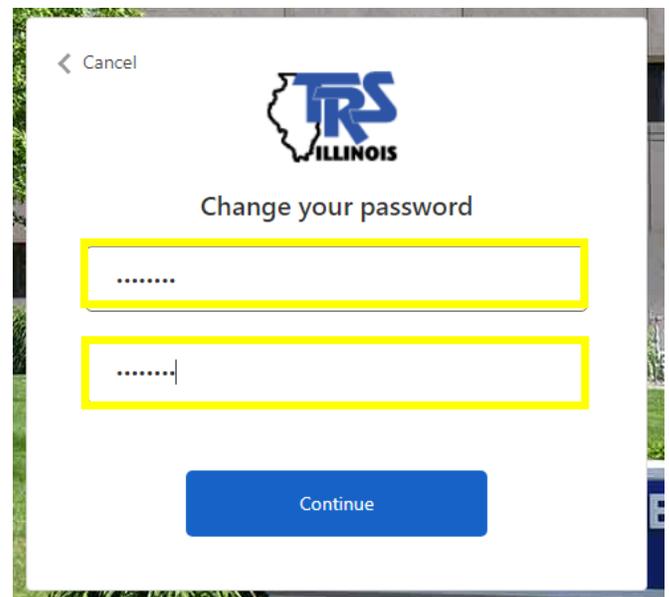
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On the *Verify your email account* screen (image right), enter the verification code received via email. Click the **Verify Code** button. This will validate the authenticity of the code. If valid, the user will be navigated to the *email address verified* screen.



Once a verification code has been validated, click the **Continue** button on the *email address verified* screen (image left) to navigate to the *Change your password* screen.

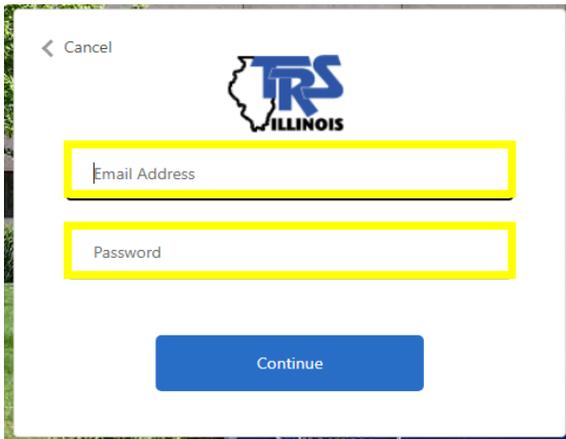
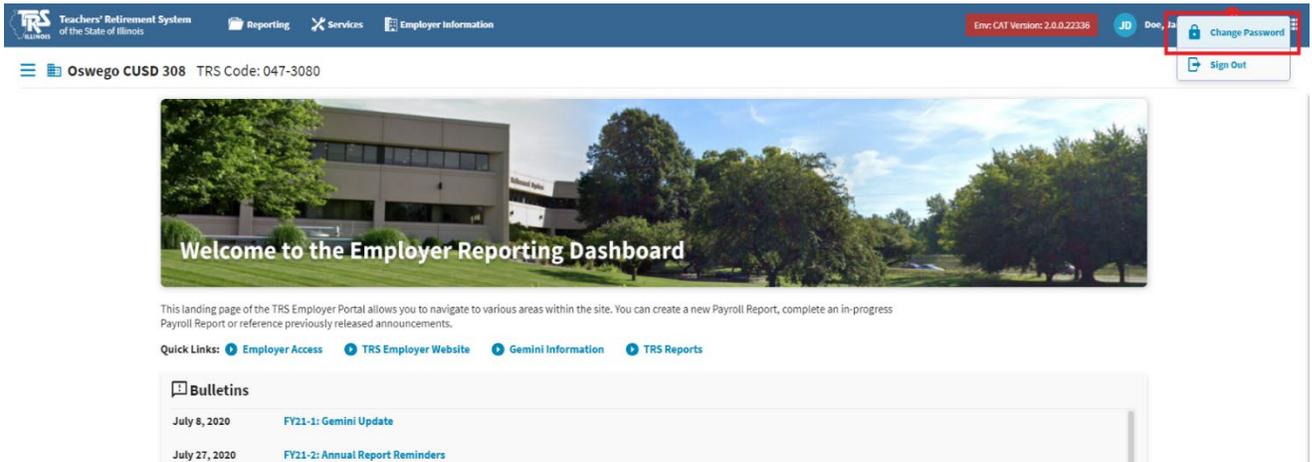
From the *Change your password* screen (image right), enter the new password in the first text box and re-type the password in the second text box. Ensure that the passwords in both the boxes match. Once complete, click the **Continue** button. This completes the forgot password process and the user is navigated to the Gemini Employer Portal Dashboard. The user can now use this new password for all future logins.



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Change Password -

As one of the best practices, a user should change their Gemini passwords every 90 days. To change the current user password, click the dropdown menu button next to the user's name from the Employer Dashboard. From the menu, select the **Change Password** option. Once clicked, the user will be navigated to the password reset screens.



Enter the current registered email and password and click the **Continue** button.

On the **Change your password** screen (*image below*), enter the current password in the **Old Password** text box, enter a new password in the **New Password** and re-type the new password in

the **Confirm New Password** text box.

Once done, click the **Continue** button. If the old password matches the current password on file and the new passwords in both text boxes match, the password will be successfully updated, and the user will be navigated to the employer dashboard. Use the newly set password for all future logins.

