Troubleshooting Tools- Accessing the Leave Module

When accessing the leave module you get a window that asks for your user ID and password:

Occasionally, if you are not linked directly to the server that houses the leave module, you will get prompted for a user name and password. If you get prompted for a user name and password you will want to type umc\ then your user name and password as you normally do to log onto your computer.

Your user name and password do not seem to work:

Please be aware that you will want to use the same user name and password that you use to log onto the computer. If you have been prompted recently to change this password, you may need to log out of the computer and log back in using this new password.

The leave module shows an error page when trying to open:

Occasionally, we have network issues that may affect your access to the leave module. If you see this sort of error when trying to access the leave module, try restarting your computer.

We will add more troubleshooting tips as we become aware of them. In the mean time, please do not hesitate to contact Jacci Landicho at 904-244-8528 with any questions.