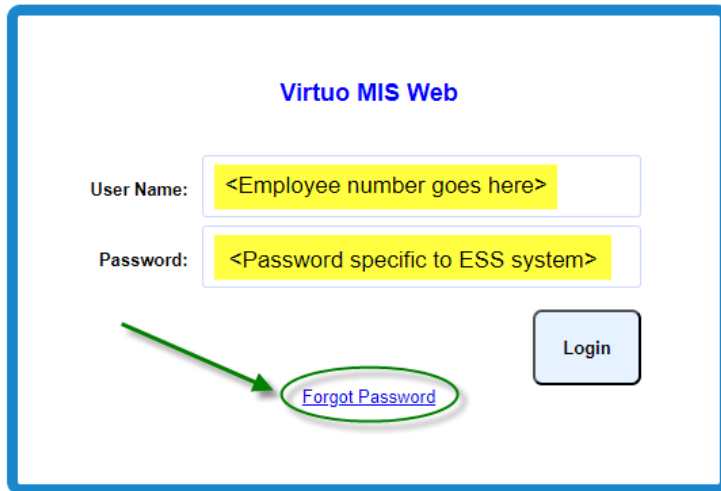


Updating Contact Information in VIRTUO ESS

1. Access your employee profile through the Virtuo ESS self-serve platform: <https://ess.tbrhsc.net/Login.aspx>. Login with your employee number and password.



Virtuo MIS Web

User Name: <Employee number goes here>

Password: <Password specific to ESS system>

Forgot Password

Login

If you have issues logging in to Virtuo ESS, you can click the “Forgot Password” link and enter in in your Employee Number and your work email. You will receive an email from “Virtuo Administrator” with a link to change your password. If you are still encountering issues, please reach out to Michelle Ridler at Michelle.Ridler@tbh.net or call her at 684-6627 for further assistance.

2. Under Employee, select Personal Information and ensure to check the information in the following areas: Address, Contacts and Dependents. You will see your primary phone number listed under Home and any additional phone numbers will be categorized as Cell and then Other.



MediSolution VIRTUO MIS WEB

Human Capital Management Suite

Self Service

Employee

Personal Information

Payroll stubs

Tax Slips

Edit Reset

Employee Number

First Name: Last Name:

Maiden Name (or Alias):

Address Contacts Dependents

+ Add

Drag a column header and drop it here to group by that column