All Colleagues Landing Page

User's Manual
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Login

You should have received your system credentials from your local IT department. Once you have received the login information, navigate to https://intranet.manpowergroup.com to access the Intranet.

The Login screen is the first thing you’ll see when accessing https://intranet.manpowergroup.com.

Login with your Global ID that were sent to you from your local IT department.

IMPORTANT: If you don’t know your Global ID and password, please contact your Local IT department.

Things to note:

- **Do NOT include the domain prefix with your Username** (Example: if your domain user name is CORP\johnsmith, enter johnsmith into the Username field).
- **After three incorrect login attempts, your account will be locked** out and you’ll need to contact your Local IT department to have it unlocked.
- **The system will display a message if there are issues with your password or account.** If your account is disabled, expired or locked you will see a corresponding error message. If this happens, please contact you Local IT department for assistance. Please refer to section Password Features for more details.
- **Checking “Remember Me” will remember your user id and password for 30 days** on your computer. To avoid having to log in again, **do not** use the “Log Out” option once inside the site – simply navigate to a different site or close your browser window when done.
After successfully logging in, you’ll be redirected to the Region Selection page. Please see the Region Selection section of this manual.
Password Features

Expired password
If your password has expired, you’ll see the following message when trying to login:

Click on the link provided and you’ll be redirected to the following page where you can change your password:

Supported Browsers: This site has been tested with Internet Explorer 8, Chrome and Safari. Opera is not supported. Previous versions of the Internet Explorer may encounter issues.
Please ensure that you enter the correct Current password and your New password matches the guidelines provided. You are not able to reset your password to a previously used password.

After successfully changing your password, you'll see the following screen:

Click on the “Go back to site” link and you'll be logged in with your new password.

**NOTE:** An e-mail will be sent to your mailbox confirming the change
Password reset

If you've forgotten your password, you can reset it using the "Forgot Password" feature. Go to the Login page, click on "Forgot Password" and you'll see the following screen:

Enter your username, the system will try to find your corresponding corporate email address and send you an email with a password reset link.

After clicking the link provided in the email, you'll be able to enter a new password.

NOTE: If your Global ID does not have a corporate email address associated with it, you will need to contact your Local IT department to reset your password.
You'll see a success status message if the password reset was successful

**IMPORTANT:** The password link expires after 24 hours. After 24 hours, you'll need to repeat the above steps.
Region Selection

When you enter the system for the first time, you will be asked to select your Region. You only have to select this once – from that point forward, the system will remember your Region and automatically take you there once you’ve logged in.

You must also read and accept the ManpowerGroup Acceptable Use Policy (AUP).

Changing Your Region

You can change your Region at any time by clicking “Select Region” in the drop-down menu found on the top right hand corner of the site.
Navigation and Search Features

Navigation

Global Navigation Bar

The Global Navigation bar allows you to navigate to the ManpowerGroup intranet page and other Regions’ pages.
Top Breadcrumb Navigation
At any point, you can see where you are in the site by looking at the “breadcrumb”. In the example below you are looking at News for North America. You can click any link in the breadcrumb to navigate to that part of the site.
Popup Breadcrumb
The Popup Breadcrumb is another option to find where you are in the site and move to a different area. To open, click the Popup Breadcrumb ( ) located above the ManpowerGroup logo.
User Drop Down Menu
The User Drop Down Menu is located in the top right corner of the site referenced by your username and allows you to:

- Change Your Password
- Change your Settings
- Sign In as a Different User
- Sign Out

Search
You can use the search box to find all information on the site by following these steps:

1. Go to the area of the site you want to search. For example, if you want to search a Region, go to that Region. If you want to search all content in the site, go to the ManpowerGroup page. Note: the search box does not search the entire site.

2. In the search box, type the word or phrase that you’re looking for, and then click Enter or click on the button.

3. By default, search results are displayed by relevance. To sort the results differently, click an option under Refine Results.
   - To run a new search on the site, enter a new search term and select the right filter.
NOTE:

- Attachments to list items do not appear in search results. To identify if there is an attachment that accompanies a result, you will need to click into the result to see any attachments.
- The search box is limited to a maximum of 255 characters.
News

Your homepage will display news from ManpowerGroup and your Region. The news lists show the 5 most recent articles.

ManpowerGroup News

A New Chapter in Our Company History 3/30/2011 4:06 AM
by smccorm1
ManpowerGroup

Today, we enter the most exciting chapter in the more than 60-year history of our company. At no other time have we taken a bigger step in how we’re perceived by the world, and what we deliver to the world of work.

Manpower Inc. Evolves to Anticipate Clients’ Needs 3/30/2011 4:04 AM
by smccorm1
Manpower Inc. is changing its name to ManpowerGroup, reflecting the organization’s global leadership in providing innovative workforce solutions for clients. ManpowerGroup is also revealing new logos that clearly connect the organization’s working brands together, and reflect how the group of companies is built for solutions and speed.

by smccorm1
The launch of the All Colleagues Landing Page is just the first step towards our overall goal of providing global communications quickly and securely.

Learn About The Human Age 3/11/2011 10:14 AM
by smccorm1
ManpowerGroup discusses the Human Age and details the forces that have propelled the world into this new era.

Manpower Named Industry Leader on Fortune’s List of World’s Most Admired Companies 3/10/2011 9:51 AM
by aaglobaladmin
Manpower is ranked number one in our category on Fortune magazine’s annual list of the World’s Most Admired Companies.

Clicking on the title of a news article takes you to the full article.
Manpower Named Industry Leader on Fortune’s List of World’s Most Admired Companies

3/10/2011 9:51 AM  dagobehadmin

One year ago, I challenged you to prove what we already knew — that Manpower is number one in our industry.

I’m thrilled to tell you that we’ve done it! We have just learned that Manpower was ranked number one in our category on Fortune magazine’s annual list of the World’s Most Admired Companies.

This designation is a definitive report card on our corporate reputation. I’m proud that we led our competitors in many important areas, including people management, social responsibility, quality of management, and, most notably, global competitiveness, where we came in tenth across all industries. Scoring well in these categories and increasing our overall ranking from 5th in 2010 to 2nd, proves that we have made significant progress. I thank you for what you have done to elevate Manpower to the most admired brand in the industry.

But we can’t sit back on our heels because, as you may recall, in 2010 we ranked behind Robert Half International (RHI), which fell to second place this year. It’s essential we remember this because the difference in our overall scores is small and the areas where RHI outscored us are significant — innovation, financial soundness, long-term investment, quality of products/services and use of corporate assets, a category where RHI was a top ten finisher among all industries. These are all areas that I know you have heard me say that we need to continuously work to improve, especially our financials, which have a direct effect on the rest of our performance.

So let’s be mindful that while this is certainly a time to celebrate, there’s still much to do to achieve Industry Star status. This is when we must accelerate and pull ahead. We must prove that we are evolving into an innovative workforce solutions company that is uniquely qualified to help clients and candidates win in the Human Age, most by demonstrating the strength of our assets, promoting our thought leadership and insight into the world of work trends, and making the rest of our unmatched global footprint and local expertise.

Earlier this year we made a big impression at the World Economic Forum with our announcement that the Human Age is a new world era where connecting human potential with business vision will lead to success. I feel confident saying that only we are capable of making that connection. You need to believe that and act on it every day. This is how we will help clients and candidates achieve more than they imagined and remain the most admired company in the world. Let’s keep making noise out there.

Jeff

If there are more than 5 news items, a "(More News…)") link is shown. Click on "(More News…)" to see the most recent 30 news items. You can also click on “News” on the left side of the screen.

<table>
<thead>
<tr>
<th>Title</th>
<th>Article Preview</th>
<th>Created</th>
</tr>
</thead>
<tbody>
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Links

Your homepage will display links for ManpowerGroup and your Region. The links lists show the 5 most recent links.

Clicking on the link will send you to the target site.

Support

If you encounter any issues with the site, please contact your Local IT department for assistance.

You can also check the Support site at any time to view How-Tos, FAQs and Known Issues.