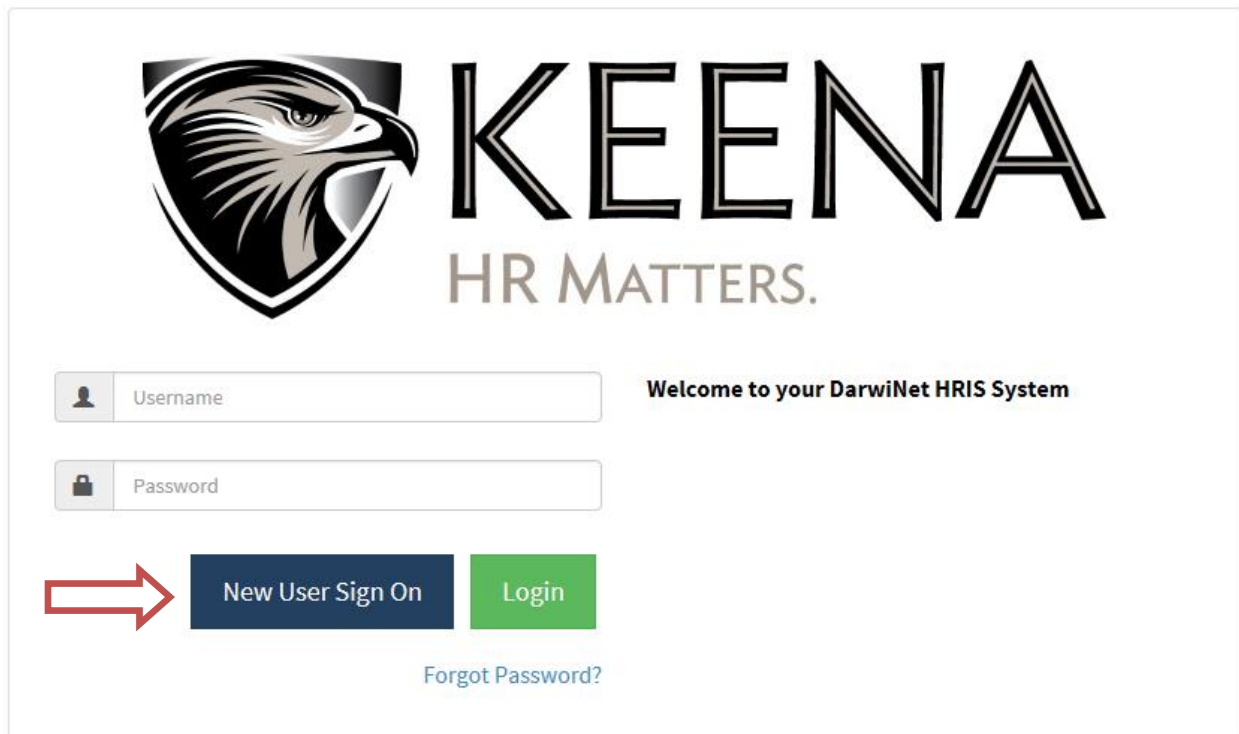



Create New User For DarwiNet


Website Address: <https://d16.darwinet.com/404D2/> (Edge, Chrome, IE, Firefox, Safari). Save this as a bookmark or a favorite so you can get back to it easily in the future.

Welcome Screen:



 **KEENA**
HR MATTERS.

Welcome to your DarwiNet HRIS System

 **New User Sign On** **Login**

[Forgot Password?](#)

Select "New User Sign On"

After selecting “New User Sign On”, you will see this next screen:



Select “I am an existing employee, I have an Employee ID number”

A new screen will open asking you to verify you to verify your identity.



KEENA

HR MATTERS.

Employee ID:

[Return to Login Screen](#)

Birth Date:

SSN:

Email:

[Verify](#)

- Enter your employee ID provided to you by your Manager
- Use the calendar icon, or type your Date of Birth (mm/dd/year).
- Enter your social security number (no dashes)
- Enter your current email address (does not have to match what you supplied Keena when you were a new hire)

Once you have entered the required information, PLEASE TAKE A MOMENT TO REVIEW, ensuring the Employee ID and Birth Date are correct.

Click "Verify"

You can now choose your own username and password.

Create New User Credentials

Enter your desired Username and Password.

- * Username cannot contain your SSN
- * Password cannot match Username
- * Password must be between 8-15 characters long
- * Password must contain at least 1 Uppercase letter
- * Password must contain at least 1 Lowercase letter
- * Password must contain at least 1 Number

When choosing your password, follow the advice on the right hand side of the screen. Your security is important - make your password hard to guess.

When you are satisfied with your selections, click “Create User”.



KEENA

HR MATTERS.

Success: User account successfully created, you may now login to your employee portal. ×

Welcome to your DarwiNet HRIS System

New User Sign On

Login



[Forgot Password?](#)

Once you have successfully created a new account, you can use the new username and password you came up with to log into your account. Make sure you click “Login” now, and not the new user sign on.