

MAP Sign-In Instructions

Home Quick Launch News Help

Welcome to MAP: My Administrative Portal

News and Announcements

Employee Resources

Update your personal and banking information, apply for jobs, request a leave of absence and more...

View your pay advice, benefits, absence quotas, family members and T4

Manager Resources

Create a job posting, initiate actions on your employees, manage their files, view pending requests & approvals and more...

MSIS reporting, T4W time approval, view team calendar, monitor absence days and more...

No Upcoming Downtime
There are currently no planned downtimes.
11/09/2019

T4 Now available in SAP
You can get your 2019 T4 within the Benefits and Payments section.
11/09/2019 [VIEW](#)

[VIEW ALL NEWS](#)

Popular
SuccessFactors Employee Central
My Employee Profile
Org Chart

Benefits and Payments
My Pay Advice
My Absence Quotas
My Benefits

Intranet Sites
NSHA
IRK

Contact

Help

Privacy

- 1) Enter the MAP URL <https://map.nshealth.ca> into your internet browser
- 2) Enter your Company email address
- 3) Click Continue

NSHA PROD - HCP - NSHAP

Log On

E-Mail

2

3

Continue

Powered by
SAP Cloud Platform

4) Log in with your Company email address (example: jane.smith@nshealth.ca) and password

**If you do not have a company email, log in using your domain\userID (example: nshealth\janesmith)

5) Click Sign In

The screenshot shows a login interface for the Nova Scotia Health Authority and IWK Health Centre. At the top right, there are logos for 'nova scotia health authority' and 'IWK Health Centre'. Below the logos, the text 'Sign in with your organizational account' is displayed. The main form consists of two input fields: an email field containing 'email@nshealth.ca' and a password field labeled 'Password'. A red box labeled '4' highlights the email input field. Below the password field is a blue 'Sign in' button, which is highlighted by a red box labeled '5'.

6) you will be successfully directed to the MAP landing page

Home Quick Launch News Help

Speaking: Chaitanya Myner

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Manager Resources

- Create a job posting, initiate actions on your employees, manage your team, view pending requests & approvals and more.
- MSS reporting, TMW time approval, view team calendar, monitor absence days and more.

Popular

- SuccessFactors Employee Central
- My Employee Profile
- Org Chart

Benefits and Payments

- My Pay Advice
- My Absence Quotas
- My Benefits

Intranet Sites

- NSHA
- IWK

News and Announcements

- No Upcoming Downtime**
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11/09/2019
- T4 Now available in SAP**
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11/09/2019 | [VIEW](#)
- [VIEW ALL NEWS](#)

Contact Help Privacy

MAP Sign Out Instructions

NOTE: To protect your personal information, you must complete all “sign out” steps:

1. Log out of MAP
2. Close Browser and all Open Windows

- 1) Click your Profile Icon
- 2) Click Sign Out

The screenshot shows the MAP: My Administrative Portal interface. At the top left, there are logos for Nova Scotia Health and IWK Health. A navigation bar contains links for Home, Quick Launch, News, and Help. The main heading reads "Welcome to MAP: My Administrative Portal".

On the right side, there is a "News and Announcements" section with two items: "No Upcoming Downtime" and "T4 Now available in SAP".

At the bottom, there are three icons representing "Popular", "Benefits and Payments", and "Intranet Sites".

Annotations include a red box with the number "1" around the profile icon in the top right corner, and another red box with the number "2" around the "Sign Out" option in the user dropdown menu.

The user dropdown menu is open, showing the email address "email@nshealth.ca" and a list of options: Recent Activities, Frequently Used, Settings, About, and Sign Out. The "Sign Out" option is highlighted with a red box.

1

2

3) Click OK

The screenshot shows the 'MAP: My Administrative Portal' interface. At the top left, there are logos for 'nova scotia health' and 'IWK Health'. A navigation bar contains 'Home', 'Quick Launch', 'News', and 'Help'. The main content area is titled 'Welcome to MAP: My Administrative Portal' and is divided into several sections:

- Employee Resources:** Contains two cards. The first card features a sailboat and text: 'Update your personal and banking information, apply for jobs, request a leave of absence and more...'. The second card features a landscape and text: 'View your pay advice, benefits, absence quotas, family members and T4'.
- Manager Resources:** Contains two cards. The first card features a lighthouse and text: 'Create a job posting, initiate actions on your employees, manage your team, view pending requests & approvals and more...'. The second card features blueberries and text: 'MSS reporting, TMW time approval, view team calendar, monitor absence days and more...'.
- News and Announcements:** Contains two items: 'No Upcoming Downtime' (dated 11/09/2019) and 'T4 Now available in SAP' (dated 11/09/2019 with a 'VIEW' link). A 'VIEW ALL NEWS' link is also present.

At the bottom, there are three icons with labels: 'Popular' (people icon), 'Benefits and Payments' (dollar sign icon), and 'Intranet Sites' (globe icon).

Overlaid on the center of the screen is a 'Sign Out' dialog box. It contains the text 'Are you sure you want to sign out?' and two buttons: 'OK' and 'Cancel'. A red square with the number '3' is positioned over the 'OK' button, and a red box highlights the button itself, indicating the step to click 'OK'.

4) Exit the Browser

5) Close all open Tabs

The screenshot shows an Internet Explorer browser window with a single tab titled 'SAP Fiori Launchpad'. The address bar contains the URL: <https://flpnrwc-b3lvqvm195.dispatcher.ca1.hana.ondemand.com/logout/logoff.html?returnUrl=/sites/mapportal>. The main content area displays a 'Goodbye' message with a colorful cloud icon, stating 'You have signed out.' and providing a [Sign in again](#) link. A dialog box titled 'Internet Explorer' is overlaid on the right side of the browser, asking 'Do you want to close all tabs or the current tab?'. The dialog has two buttons: 'Close all tabs' (highlighted with a red box) and 'Close current tab'. A red box with the number '5' is placed over the 'Close all tabs' button. In the top right corner of the browser window, a red box with the number '4' is placed over the 'Close' button in the tab's title bar.