## Where do I find my Employee ID and Department #s.

- 1. Log into JET, using Internet Explorer: <u>https://jet.asmnet.com</u>
- 2. Enter your user name and password. Your user name will be your first name.last name

Select Log In

- 3. On your JET Welcome Page, Click on "Welcome Your Name"
- 4. Select Employee Profile

	JOB EVENT TRACKER		
Sign In			
	User name: fi	rst name.last name	
	Password:	······	
		Forgot Password?	
L		Log In	
All beta browsers are not supported			
Welco	me Your Name	Activity   Tools   Inbox   Help	
Add New Task		Inactive Users Switc	
October	1 2	Inactive Reps Empl	
		Scheduled Assigned Opportunities All (0) (0) (0) (0)	
		Sort By: Date 🔻 Job: All 🔻	
		Wednesday, Oct 26	
8	9		
Employee Profile			

- 5. On your Employee Profile, under Work Information, you will find your
  - 9 digit Employee ID #
  - 6 digit Department #



## Personal Information

Name: Your Name Address: Email:

## Work Information

Employee ID: 123456789 Job Title: Event Specialist Department: 123456 District(s): Home Store: BYOD Stipend Eligible:

> Manager Name: Manager Name Job Title: District Manager Email: