National Transfer Plan (NTP) Logon Matrix

If you are:	Logon to NTP as follows: NTP can be accessed via HROneStop
A New NTP User – Nonmanagement (NM) employees hired prior to 11/2007 See TIPS at bottom	If you have **never accessed** the NTP site and were hired prior to 11/2007 Use the following **FIRST-TIME** logon process when accessing the NTP • Click on https://att.taleo.net/careersection/10159/moresearch.ftl?lang=en • Enter your Username as: ATTUID (Example: AB4567) • Enter your Initial Password as: Last 4 digits of your SSN + First Initial* of First and Last Name in CAPS + Full Birth Year. (Example: 1234AB1970) – **enter password exactly and do not include any extra spaces at the beginning or end** • You will be prompted to change your password after correct login • Change your password according to Password rules shown on the screen * *First and Last Name Initials of your REAL name (not nickname)*
A New NTP User – Nonmanagement (NM) Employees hired after 11/2007	If you have **never accessed** the NTP site and were hired after 11/2007 Use the following logon process when accessing the NTP • Click on https://att.taleo.net/careersection/10159/moresearch.ftl?lang=en • Enter your Username as: ATTUID (Example: AB4567) • Enter your most recent password. (if you have not logged in since being hired then enter the same password that you used prior to being hired) • If you do not remember your password, send an email to attjobssupport@att.com requesting a password reset (using the Forgot Password option on the logon screen will not work for you). This email box is only able to do password resets, they will not be able to answer other NTP questions. Please use the Contact Us option on HROneStop if you have questions not related to password resets.
A Nonmanagement (NM) Employees who have previously accessed Southeast CRC system or NTP See TIPS at bottom	If you have **used** NTP or are a Southeast employee who has used CRC for internal job bids: Use your ATTUID and current password. • Click on https://att.taleo.net/careersection/10159/moresearch.ftl?lang=en • Enter your Username as: ATTUID (Example: AB1234) • Enter your most recent NTP/CRC Job Bid password If you are at home and want to access the NTP site: • Access your internet site and logon to http://access.att.com/ • Click on the Active Employee Logon • Logon via Global Logon • Go to HROneStop>Career Section>NTP website • Enter your Username as: ATTUID (Example: AB1234)

If you are:	Logon to NTP as follows: NTP can be accessed via HROneStop
	• Enter your current NTP/CRC Job Bid password • If you are accessing NTP from home and are a new user, follow instructions for New NTP user
A surplus Nonmanagement (NM) employee involuntarily laid off – CWA Surplus Exchange (CSE) See TIPS at bottom	If you have been involuntarily **separated** from the company due to a surplus and have CSE rights Use the following logon process when accessing NTP. • Click on www.att.jobs • Click on Job Search & Apply • Select the AT&T Employees Tab (Search Jobs) • Click on the Inactive Employee Surplus Exchange link • Enter your Username as: ATTUID (Example: AB4567) • Enter your NTP password **If you have never accessed the NTP site:** • Enter your Username as: ATTUID (Example: AB4567) • Enter your Initial Password as: Last 4 digits of your SSN + First Initial* of First and Last Name in CAPS + Full Birth Year. (Example: 1234AB1970) – **enter password exactly and do not include any extra spaces at the beginning or end** • You will be prompted to change your password after correct login • Change your password according to Password rules shown on the screen **If you have used the NTP site:** • Enter your Username as: ATTUID • Enter your current NTP password * *First and Last Name Initials of your REAL name (not nickname)*

TIPS:
- Be sure to TURN OFF POP-UP BLOCKERS in Internet Explorer "Tools"
- If your Account locks, wait 15 minutes and use instructions below:
  - Enter your Username
  - Click "Forgot your Password"
  - Answer the Security Question
  - Use the temporary password that is emailed to you to log in to NTP
- TAM E-SSO AccessAgent should be used carefully with CareerPath
  - Recommended that you not use TAM E-SSO if you have multiple CareerPath Roles (NTP and Management Access)
  - If you do use TAM E-SSO it may not work when logging into CareerPath. To correct, try the following:
    - Right-click on the red circle/white lock TAM E-SSO icon (lower right-side toolbar) and select "Disable automatic sign-on" OR
    - Select "Manage Wallet" and Delete "att.taleo.net"