# Checking Your Accrual Balances

1. **Click on the following link to access the University Portal:** [www.yale.edu/portal](http://www.yale.edu/portal).
   - Then, click on the **yellow button** that says “Login to the portal”, which may appear on the right side or the bottom of the screen, and then log in using your NetID and Password.
   
   - **To have your password reset:** call the **IT S Help Desk** at 2-9000 or navigate to [https://veritas.its.yale.edu/netid/ChangePassword.do](https://veritas.its.yale.edu/netid/ChangePassword.do).

2. **Click on the** My Time **link.**

3. **Click My Reports.**
4. Click on "Accrual Balances and Projections," then click on the calendar button and choose the date.

5. Click the View Report Button to run the report.

The accrual balances and projections report is displayed.