Creating an Online Account

The Standard uses secure, online accounts to protect your data and provide access to Yale’s absence services. To use these services, you will need to create an online account.

Getting started

*Allow 15 minutes*

You will need the following items to create a new Absence Management account:

- A computer, or other device, with access to the Internet and email
- Your employee identification number (this number can be found in WorkDay. It is different than the UPI)
- Your employer’s group insurance policy number: 642971
- Your date of birth
- Your email address and phone number (accessible from your home)

Creating an account

1. Open a browser window; such as Internet Explorer, Chrome, or Safari.
3. In the **FIRST TIME HERE?** section, click **CREATE AN ACCOUNT** to begin the self-registration process.
4. In the Create an Account page, enter your contact information, and click **CONTINUE**.

**TIPS:**

Use contact methods available from your home in order to submit an absence

If you’d like to receive text alerts in the future, please be sure the phone you enter here is a mobile phone.
5. In Step 2, create an account **User Name** and **Password**, and then click **CONTINUE**.

   ![Create an Account](image)

   **TIPS:**
   - User names must have 7 to 20 characters – no spaces or @ symbol
   - Passwords must have at least 10 characters, a lower-case letter (like a), an upper-case letter (like A), and a number or special character (like 1 or $)

   Once you click **CONTINUE**, you will receive an activation email. You must click the **ACTIVATE MY ACCOUNT** link within **24 hours** to verify and activate your account.

6. Return to your email, open the Activate Your Online Account email from The Standard <verify@standard.com>, and then click the **ACTIVATE MY ACCOUNT** link.

   ![Add an extra layer of security](image)

   **NOTE:** Text messages will be available, if you indicated a mobile phone at the beginning of this process.

7. In the Log In form, enter your **User Name** and **Password**, and then click **LOG IN**.

8. After logging in, review the Terms and Consent statement, click to acknowledge I have read and agree to the Terms and Consent, and then click **CONTINUE**.

9. Next, you’ll setup an additional layer of security – called two-step verification. **We take extra measures of security to protect your confidential information!** Click to select your method to receive the two-step verification code (such as phone or email) when you log in to your account, and then click **CONTINUE**.

10. Based on your selection, check your phone or email for the six-digit verification code, then enter the code to verify your device, and click **CONTINUE**.
11. If you trust the device used to log in, click Trust this browser, and then click CONTINUE.

**NOTE:** Designating a device as trusted is helpful when the device is frequently used to log in.

When a device is trusted, it allows the user to log in from that device without having to enter a two-step verification code. However, in certain circumstances, even when a device is trusted, the user may be prompted to enter the verification code. Situations that may trigger the verification code include changing or updating the browser software or the equipment used to access our services, deleting cookies, or signing in from an unrecognized location or IP address.

In the next step, you will enter information needed to connect to your employer's absence services.

12. Click My employer's insurance benefits and enter your information.
   
   a. Enter your Date of Birth.
   
   b. Enter the Yale University Group Insurance Policy number: 642971

   c. Enter your Yale University Employee identification number (this number is found in WorkDay. It is not the UPI).

   **IMPORTANT:** DO NOT ENTER YOUR SOCIAL SECURITY NUMBER

   d. Then click CONTINUE.

To display your absence services, you will need to log out and then log back in.

13. To log out and log back in, click LOG IN WITH NEW SERVICES.
14. In the Log In page, enter your account credentials, and click LOG IN.

NOTE: If prompted, retrieve and enter your secure, six-digit verification code.

When you have successfully connected Yale’s absence services, the My Home screen displays a Report Leaves of Absence panel.

Log In to Your Online Account

Return to your account when you need to report an absence.

Log In

2. Click Log In and enter your account credentials.

3. To report an absence, in My Home, in the Report Leaves of Absences panel, click GET STARTED.

Managing Your Online Account

The Standard provides self-service tools to manage your account.

Forgot your User Name or Password?

Under the Log In form, click Forgot User Name or Forgot Password,

- Enter the User Name or Email Address on file for your account
- Make sure to reset your Password before the 60-min expiration

Need to Change your Information or Verification Code Delivery Method?

If you need to update your email address, phone number, or the way you receive your two-step verification code, first log in, then,

1. In My Home, in the upper-right corner, click Manage Profile.
2. Then, in My Information, click Edit to modify your data.

Need to Untrust a Device?

If your trusted device is lost or no longer in use,

1. In My Home, in the upper-right corner, click Manage Profile.
2. Then, in the profile menu, click Login Activity.
3. Select the device and click Untrust.