

## Logging into OneLink

If you already have an account on OneLink, please follow the directions below to log in:

Link to the OneLink site: <https://onegroup.employeenavigator.com/benefits/Account/Login>

### ✓ **If you do not have an email address**

- Contact one of the following support resources:
  - OneGroup – Lou Anne Campese or Jackie Penfield: 877-492-9422
  - Courtney Cossey, Schenectady Schools: 518-419-8967

### ✓ **If you know your username and password**

- Enter your username and password on the login page and click "Login"

### ✓ **If you know your username but not your password**

- On the login page, click on "Reset a forgotten password"
- Click the button under "Employees"
- Enter your username and click "Next"
- Enter your birth year and click "Next"
- An email will be sent to the primary email address in OneLink
- In the email click the "Password Reset" link
- Enter a new password and click "Change Password"
- You will be taken to your home page

### ✓ **If you do not know your username or password**

- On the login page, click on "Reset a forgotten password"
- Click the button under "Employees"
- Click "Don't know your username?"
- Enter the requested information (Company Identifier is Schenectady Schools) and click "Request a Reset"
- An email will be sent to the primary email address in OneLink
- In the email click the "Password Reset" link
- Your username will show on the screen
- Enter a new password and click "Change Password"
- You will be taken to your home page

Please reach out to the OneGroup Support Team at [scsdbenefitquestions@onegroup.com](mailto:scsdbenefitquestions@onegroup.com) or Courtney Cossey at [Cosseyc@Schenectady.k12.ny.us](mailto:Cosseyc@Schenectady.k12.ny.us) with questions.