How to activate your Employee Portal to sign your contract and/or timesheet authorization

To activate your Brock Employee Portal
- Go to the Brock Portal
- Activate your account, select Faculty or Staff
- Enter your Employee Number, Date of Birth and follow activation instructions
- Select the My Work tab
- Select the Brock DB-Menu on the left
- Select your Employee Access folder
- Click on HRC_ContractApp and sign your contracts or view previous contracts
- You will be able to upload required documents (e.g. banking information) which will be sent directly to payroll

Once you have completed the activation process, your Brock email account will be active within 48 hours. All contract signature reminders will go to this email with the subject of 'Contract and/or Timesheet Authorization - Employee Signature Required'.

If you forget your password, it can be reset at the ITS HelpDesk by providing appropriate identification or if you have provided security questions, you can reset the password yourself.