



HOW TO ACCESS NC ORG CHARTS

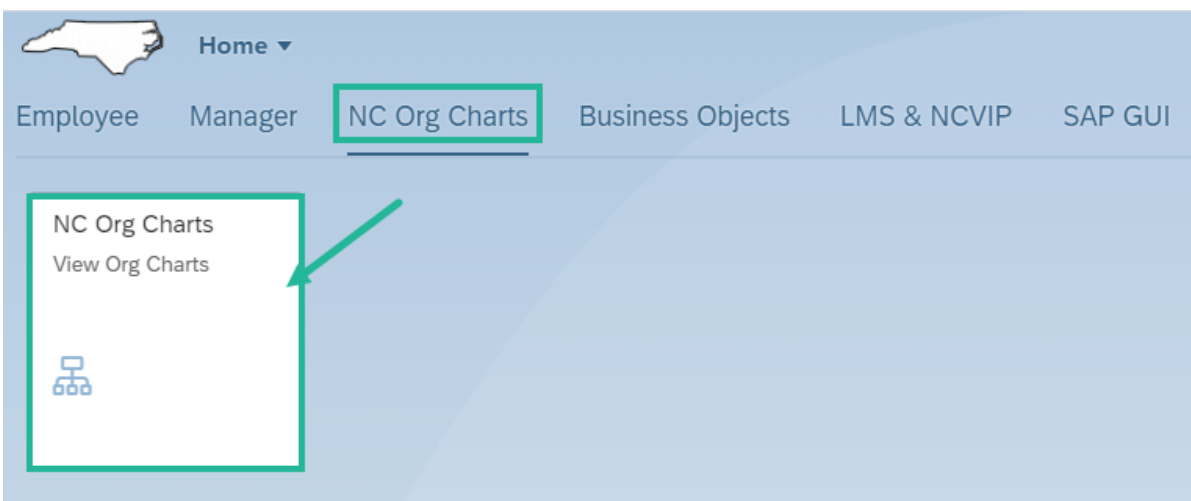
FIO-24 | JOB AID

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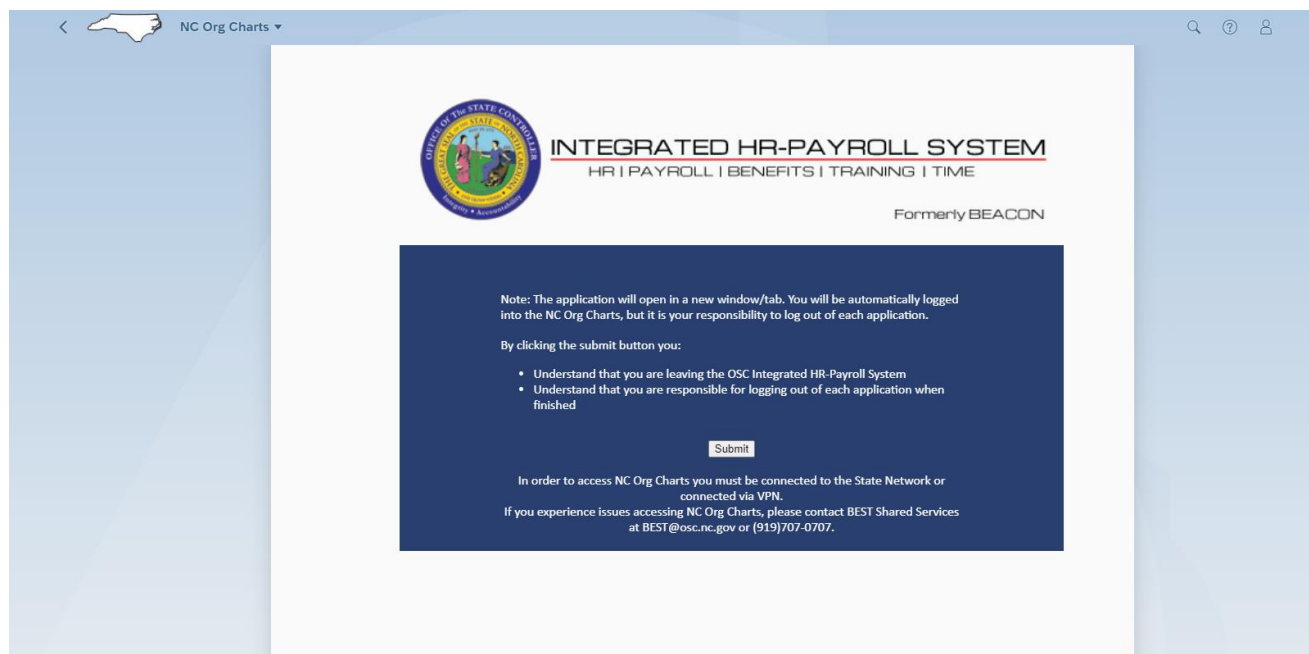
The purpose of this Job Aid is to explain how to access NC Org Charts (formerly OrgCharts) from the Fiori interface.

IMPORTANT: Although Fiori is mobile friendly, NC Org Charts is not delivered on mobile by design. It is recommended that a PC or laptop be used with this application.

To access the NC Org Charts, click on the **NC Org Charts** tab, then click on the **NC Org Charts** tile:



The launch screen for NC Org Charts will appear:



Please note the disclaimers and help button.

Note: The application will open in a new window/tab. You will be automatically logged into the NC Org Charts, but it is your responsibility to log out of each application.

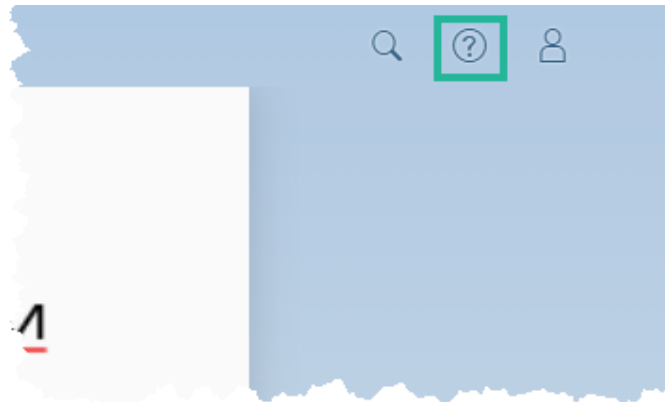
By clicking the submit button you:

- Understand that you are leaving the OSC Integrated HR-Payroll System
- Understand that you are responsible for logging out of each application when finished

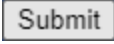
NC Org Charts is an add-on application to the Integrated HR-PY System, and you will be taken to that application. You are responsible for logging out of NC Org Charts once you are finished with it.

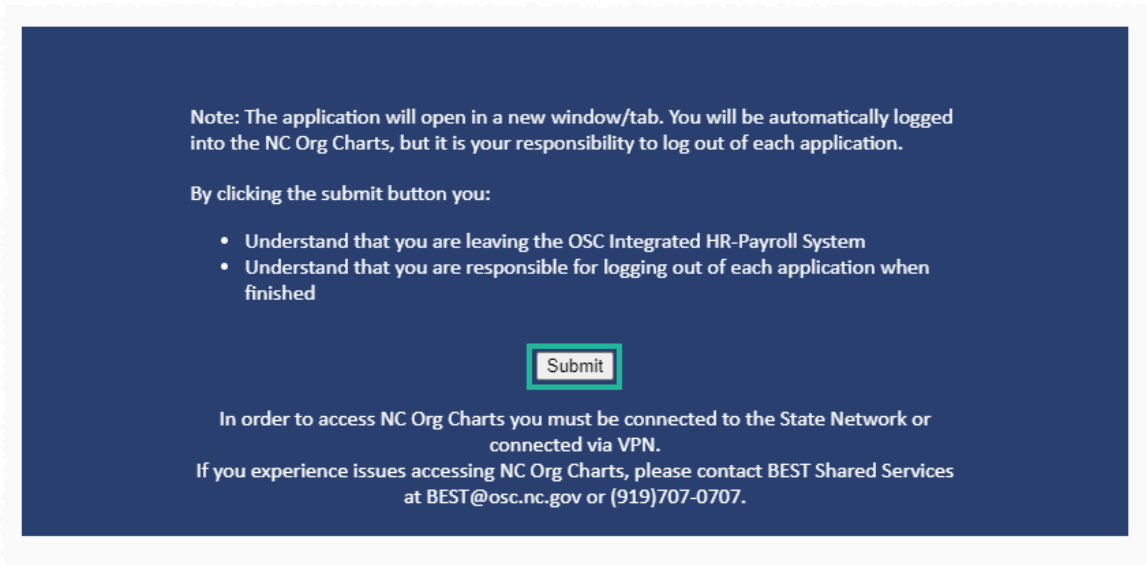
In order to access NC Org Charts you must be connected to the State Network or connected via VPN.

To access NC Org Charts, you must be connected to the State Network directly or connected to it via a VPN.



The help button will take you to the NC Org Charts training space.


To log into NC Org Charts, click on the **Submit**  button.



Note: The application will open in a new window/tab. You will be automatically logged into the NC Org Charts, but it is your responsibility to log out of each application.

By clicking the submit button you:

- Understand that you are leaving the OSC Integrated HR-Payroll System
- Understand that you are responsible for logging out of each application when finished



In order to access NC Org Charts you must be connected to the State Network or connected via VPN.

If you experience issues accessing NC Org Charts, please contact BEST Shared Services at BEST@osc.nc.gov or (919)707-0707.

Further assistance can be found by contacting BEST Shared Services.

Email: BEST@osc.nc.gov

Phone: 919-707-0707

866-292-4314

Change Record

- 10/10/22 – New Job Aid – Doug Genzlinger