

# TRUE

RESEARCH FOUNDATION

8610 N. New Braunfels, Suite 705  
San Antonio, Texas 78217  
Ph: (210) 829-1239  
Fax: (210) 829-5513

## TRUE EMPLOYEE WEB ACCESS FORM

TRUE's Personnel Policy 8 and other select forms (i.e. employee leave forms, timesheets) are accessed through the TRUE Website. To access this information, you will require a user name and password.

The username is the first initial of the employee's first name and the employee's entire surname, i.e. rknauer. If the last name is hyphenated, the hyphen will be removed and the name will be continuous.

The password is anything that can be easily remembered, i.e. anything123, and selected by you. It must be between 6-16 characters and may be alphanumeric if desired. NO SPECIAL CHARACTERS

This information is required within thirty (30) days of employment or receipt of this notification.

If additional information is required, please contact Ray Knauer, IT Director, at (210) 829-1239 or e-mail [r.knauer@trueresearch.org](mailto:r.knauer@trueresearch.org).

Name: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Site: \_\_\_\_\_