

Log in instructions for *My Schedule* at **mynordstrom.com**



View your work schedule, request time off on your department schedule and link to *My Pay & Info* to request pay for time away – 24 hours a day, seven days a week.

To get into *My Schedule* for the first time, you'll need to do three things:

STEP 1 Get your Registration Key

- Your store administrator will give you a document that contains your Registration Key
- Once you have your key, follow the steps below

STEP 2 Set up your security questions and password

- Go to mynordstrom.com. Under the *My Schedule* tab, click the link 'Log in to My Schedule'
- On the login page, click the link 'Self-Service Registration'
- Enter your Employee Number and your Registration Key. Click LOG IN
- Make sure your browser window is maximized
- Select and answer five security questions.* Click NEXT
- Create your password. Click FINISH
- Click OK to close the confirmation message
- Click the link 'Logout' in the upper right hand corner and close the window

STEP 3 Go to My Schedule on mynordstrom.com

- Under the *My Schedule* tab, click the link 'Log in to My Schedule'
- Log in with the password you just created

Now you're ready to access *My Schedule* anytime, anywhere, from anyplace you have an Internet connection!

**By setting up security questions, you can easily reset your password if you ever forget it.*

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