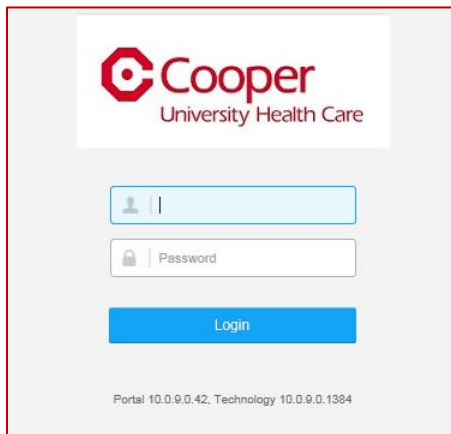# Accessing Health Status Information Through Lawson Employee Instructions
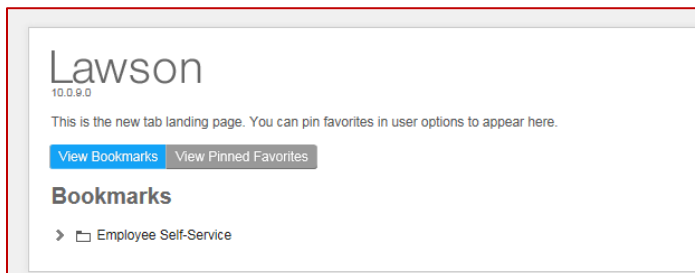
Frequently Used Links

- Barracuda Message Archiver
- CCBO Gym Membership Forms
- Cooper Apps (Citrix)
- Cooper Company Store
- Cooper Health System Cashier Vouchers
- Cooper Health System Employee Reimbursement
- Cooper Learning Network (CLN)
- Cooper Solutions Center
- Cooper USB Devices
- Employee Self Service and Requisition Center (Lawson)
- IT Department

Lawson Employee Self Service can be launched from our Cooper home page under Frequently Used Links.
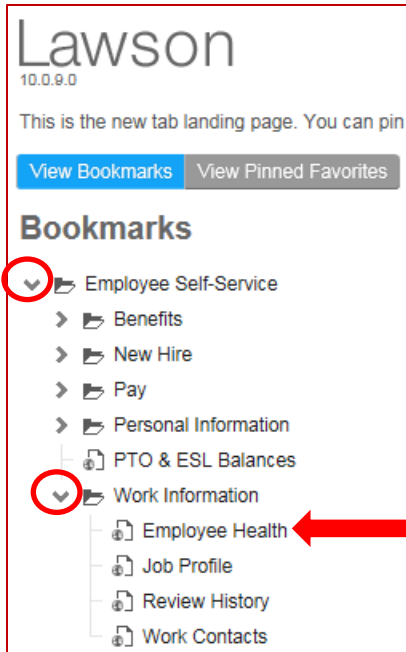

Cooper University Health Care

Password

Login

Portal 10.0.9.0.42, Technology 10.0.9.0.1384

The sign on page will require your username and password. You will need to type your network ID and network password. The password is case sensitive.

Lawson
10.0.9.0

This is the new tab landing page. You can pin favorites in user options to appear here.

View Bookmarks | View Pinned Favorites

Bookmarks

> 📁 Employee Self-Service

Once logged in successfully, your options will be listed as depicted.

Lawson
10.0.9.0

This is the new tab landing page. You can pin

View Bookmarks | View Pinned Favorites

Bookmarks

ⱽ 📂 Employee Self-Service
   > 📂 Benefits
   > 📂 New Hire
   > 📂 Pay
   > 📂 Personal Information
      📄 PTO & ESL Balances
ⱽ 📂 Work Information
      📄 Employee Health
      📄 Job Profile
      📄 Review History
      📄 Work Contacts

Anywhere that a '>' appears, you can click on the arrow and the options will expand. Once you find what you are looking for, click on the option itself and the information will be displayed for you.
Use arrows next to bookmarks to expand the selections.

Your Employee Health status information is listed under Work Information. Click on that to access.

Employee Health and Safety

| Type	Due Date	PPD Read	Lot Exp	Lot Number	Year	Manufacturer	Recd Else	Home Loc
FLU	12/01/2017			DUE	2017			
PPD	08/01/2017	08/03/2017	101318	C5034AA	2017	LFA-SANOFI PASTEUR		
PPD	02/28/2018			DUE	2018			

Due Only   **Show All**

Your Employee Health information will be listed. You can filter on the information using the buttons at the bottom of the screen.

Important Note: If you click the Due Only button, please wait a few seconds as it takes a little bit to filter the correct data.

Do not click more than once or you may end up locking up your screen which will require you to close all Internet Explorer sessions and logging back in.

New Tab | Lawson Home | Help ◢ | Preferences ◢
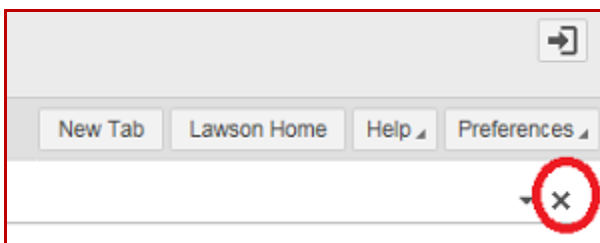
Once completed within the option, select the 'X' under the word preference on the far right side of the screen. It will take you back to the Employee Self Service Bookmarks.
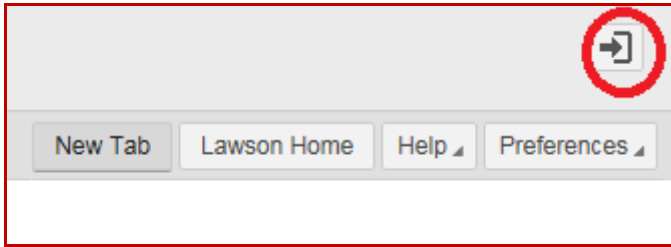
In order to close out Lawson in version 10, select the door with the arrow. The system will return to a sign on screen. With the latest version, you MUST then close the explorer window.