

HOW TO LOG INTO THE BGSF DASHBOARD & DAYFORCE

LOGGING IN FOR THE FIRST TIME

<https://jobs.bgsf.com/>

Step 1: Click 'Sign In' on the right hand side of the screen

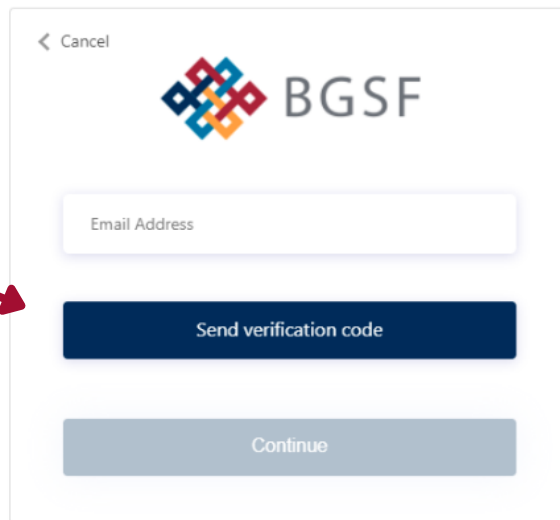


Search Jobs

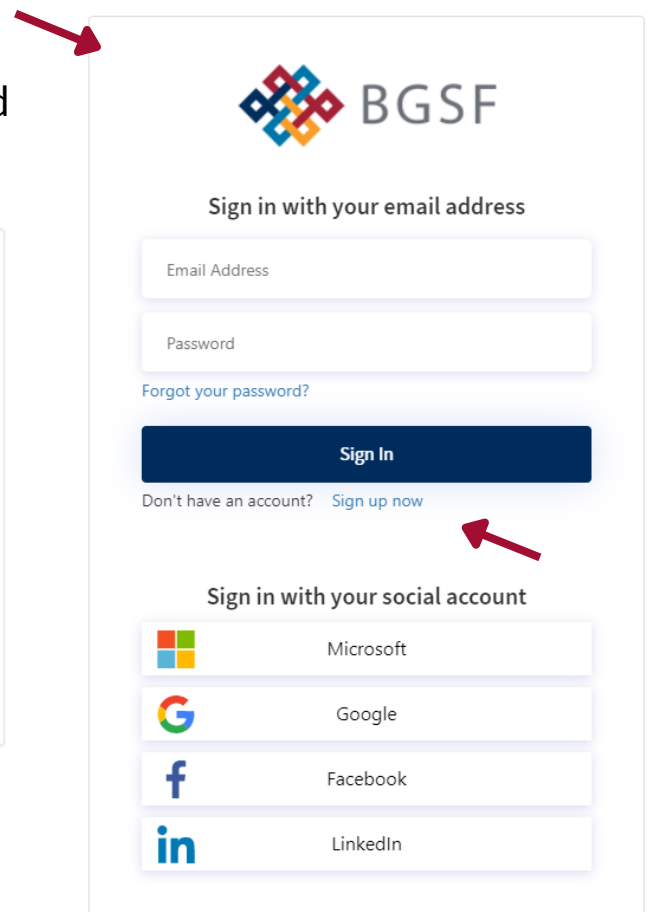
Sign In

Step 2: Click ' Sign Up Now'

Step 3: Enter your email address & click 'Send Verification Code'



A screenshot of the BGSF sign-up screen. At the top left is a back arrow and the word "Cancel". In the center is the BGSF logo. Below the logo is an "Email Address" input field. Underneath the input field is a dark blue button labeled "Send verification code". At the bottom is a light grey button labeled "Continue". A red arrow points to the "Send verification code" button.



A screenshot of the BGSF sign-in screen. At the top is the BGSF logo. Below it is the text "Sign in with your email address". There are two input fields: "Email Address" and "Password". Below the password field is a link "Forgot your password?". A dark blue button labeled "Sign In" is centered. Below the button is a link "Don't have an account? Sign up now". A red arrow points to the "Sign up now" link. Below this is the section "Sign in with your social account" with four options: Microsoft, Google, Facebook, and LinkedIn, each with its respective logo.

Step 4: You will receive a verification code email from Microsoft on behalf of BGSF

BGSF account email verification code



Microsoft on behalf of BGSF <msonlineserviceteam@microsoftonline.com>
To: Nicolle Floyd

Reply

Reply All

Forward



Fri 9/16/2022 10:47 AM

*****EXTERNAL MESSAGE*****

Verify your email address

Thanks for verifying your nfloyd@bgsf.com account!

Your code is: 404581

Sincerely,
BGSF

This message was sent from an unmonitored email address. Please do not reply to this message.



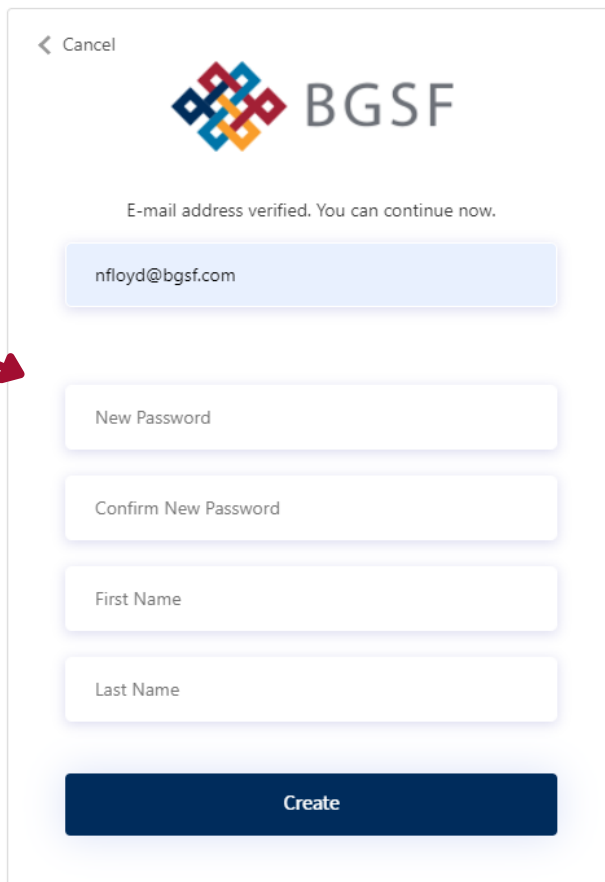
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Step 5: Enter the verification code from the email and click 'Verify Code'

Step 6: Enter a new password, reenter the password, enter First Name, Last Name, and click 'Create'



< Cancel

 BGSF

E-mail address verified. You can continue now.

nfloyd@bgsf.com

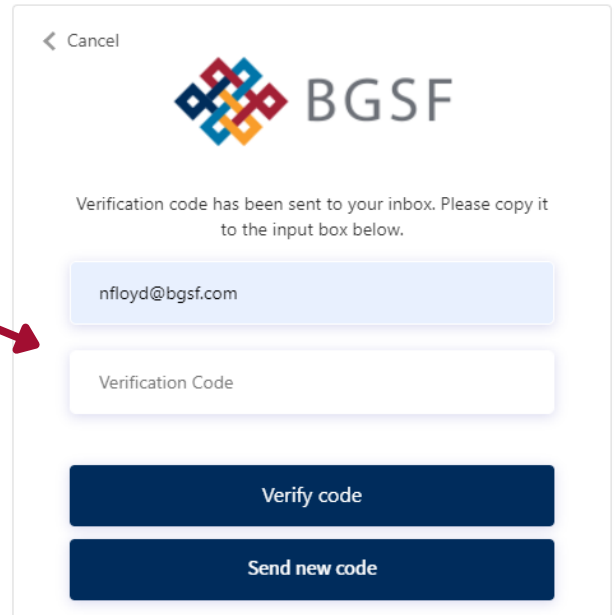
New Password

Confirm New Password


First Name

Last Name

Create



< Cancel

 BGSF

Verification code has been sent to your inbox. Please copy it to the input box below.

nfloyd@bgsf.com

Verification Code

Verify code

Send new code

Step 7: Once logged on, click 'My Dashboard' on the right hand side of the screen

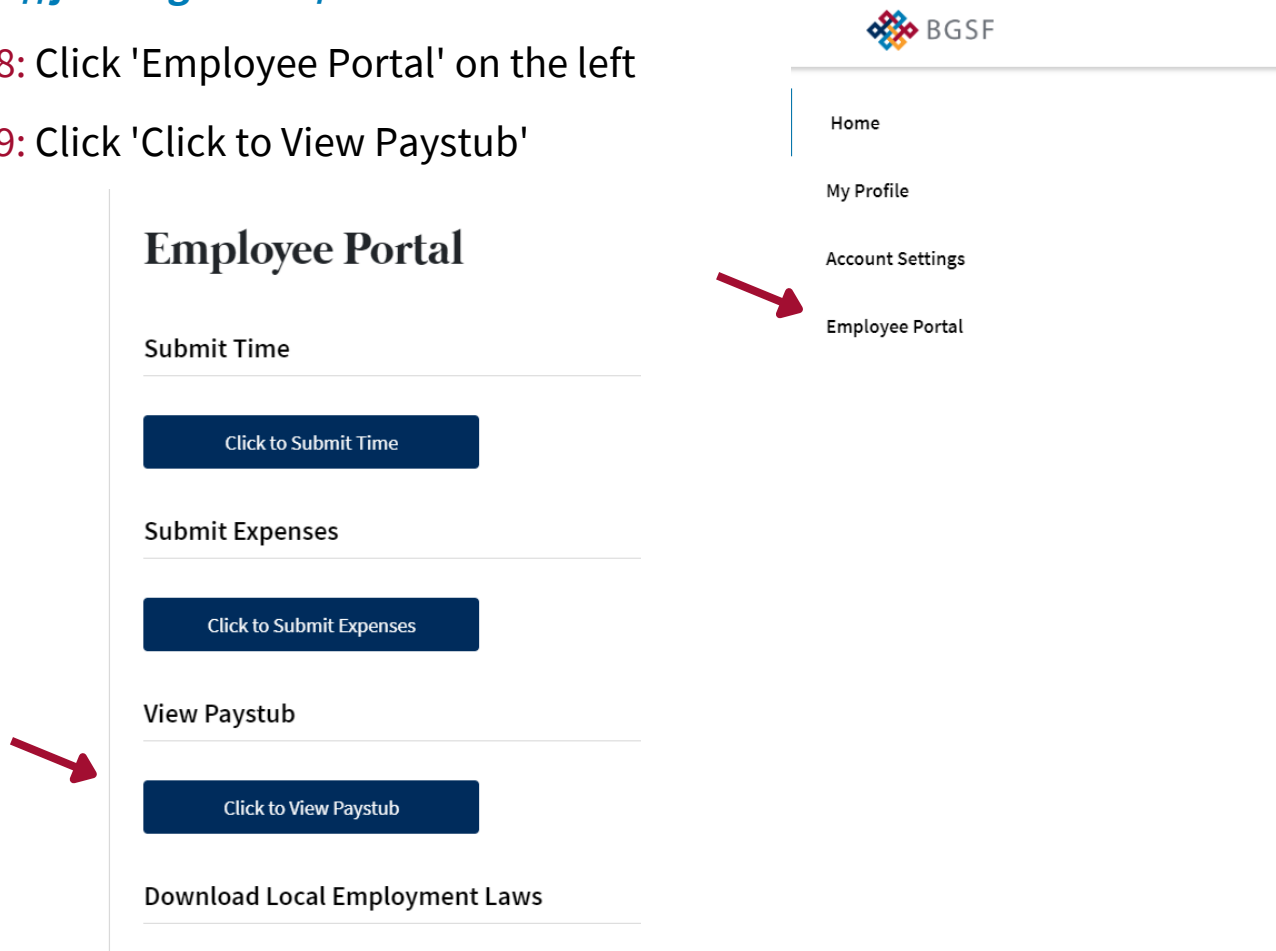
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Step 8: Click 'Employee Portal' on the left

Step 9: Click 'Click to View Paystub'



Step 10: You will be automatically redirected to Dayforce, click 'View Earning Statements'

