



how to find your HR GUID

When you register for Bright Horizons Family Supports, you need to provide specific information to register and use the site, including your HR Global Unique Identifier (HR GUID). This is a unique identifier that's provided to all employees. You may locate your HR GUID in the Chevron Identity Management System (CIMS) or through Workday (both require intranet access). You only need to provide it once during the registration process. Here are the steps to help you locate your HR GUID.

find your HR GUID in CIMS

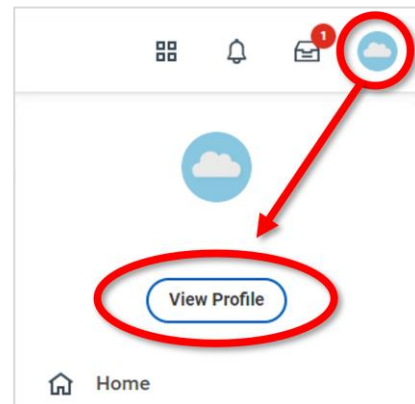
1. Go to **CIMS** from the Chevron intranet.
2. Enter your CAI and click the Search button.
 - Click your name from the search results.

3. Locate your HR GUID on the screen.
 - It's located at the bottom the screen, under HR Information (source: Workday).

HR information (source: Workday)	
HR name	HR name
HR job title	HR job title
HR billing company	HR billing company
HR cost center	HR cost center
HR local person home ID	HR local person home ID
HR GUID	123456789

find your HR GUID in Workday

1. Go to **Workday** from the Chevron intranet.
2. Navigate to the Cloud icon in the upper right.
 - Click the Cloud and then click View Profile.



3. In the left navigation, click Job.
 - Under Job Details, the Employee ID that's shown should match your HR GUID.

