### Putting the Pieces Together

Employees have the ability to view a DPS Organizational Chart within Infor HR, outlining the reporting structure within the district.

This guide outlines how to:

- Log in to Infor HR - [pg. 2](#)
- View DPS Organizational Chart - [pg. 4](#)

### Which Outcome to Expect

Upon completion of this process, Infor HR will display the DPS Organizational Chart.

### Who To Contact

Please contact HR Connect at [Connect_HumanResources@dpsk12.org](mailto:Connect_HumanResources@dpsk12.org) or (720) 423-3900 if you have any questions.
ACTION:
Log in to Infor HR

1) Access thecommons.dpsk12.org. Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

Where to Find Additional Resources
- From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
2) Click **Visit** (a) under the **Employee Space** section to access Infor HR.

3) Using your district credentials, enter your **User Name** and **Password** (a), then click the blue arrow (b) to log in.
ACTION:
View DPS Organizational Chart

1) Verify that you are in Employee Space by checking the top left corner of the screen (a). Then, click Find a Coworker (b).

2) From the Search in Organization Directory page, use the Last Name (a) field to search for any DPS employee, and then press the Enter key to start the search.

3) The search results will appear below. Click the Hierarchy (b) button to open the DPS Organizational Chart.
4) The DPS Organizational Chart will appear, including all levels up to the Superintendent & the Board of Education. Hover over any employee to view additional details.

Please Note
- The color to the left of each employee indicates if the employee has direct reports. Employees in blue have direct reports; whereas employees in yellow do not.

Optional
- Clicking the button next to an employees name will expand the chart to view their direct reports.
- Clicking the button next to an employees name will collapse the direct report list.

Which Outcome to Expect
- Upon completion of this process, Infor HR will display the DPS Organizational Chart.
- If you notice any inaccuracies in the system that require changes, work with your HR Partner.