

Signing up for SLUGS

If you haven't heard it already; Welcome to BSSL!!

We're excited to have you here! This guide goes over how to sign up for SLUGS, our custom employee management system. This process shouldn't take more than 2 minutes.

Creating an account

1. Head to slugs.bssl.binghamtonsa.org/employee/onboard

If you get an error page, it's likely a manager messed up and forgot to flip the switch, no worries, just reach out to us and we'll get you sorted!

2. Fill out all of the required fields (marked with a *)

Be sure to input your Binghamton email and your correct BNumber. These cannot be changed without the help of a manager. Your account request will be denied if you do not use your Binghamton email.

Not all information is required at time of signup. Once activated, you'll be able to change your account information like ID barcode, graduation year, and preferred name

3. Click Submit!

Your request will be sent to our managerial team, who manually reviews each account to make sure they're real BSSL employees and assign you to the proper department(s). This usually takes less than 24 hours, but give us up to a few days (especially if the university is on break). If you don't hear back about your account being activated within a week reach out to us!)

Once your account has been approved, you'll receive an email from SLUGS letting you know you can now log in with your provided email and password!

Revision #2

Created 14 October 2022 20:10:27 by BSSL Admin

Updated 6 August 2023 17:17:13 by Joe Babbitt