Begin the process at the bgsu.edu home page.

*Note: Please use Internet Explorer*

**Step 1: Click MyBGSU**

**Step 2: Enter USERNAME and PASSWORD**

*Note: These will be your BGSU network credentials.*

**Step 2a: Click Login**

**Step 3: Complete the Two Step Authentication Process**
Step 4: Under the Benefit Information section,

- Click Current Leave Balance

The Current Leave Balances open in a new tab. The balances reflect Real Time.

- If you have more than one job, you can select the balances for each job from the drop down in the middle of the page.
- Click on the X to close the Internet tab.