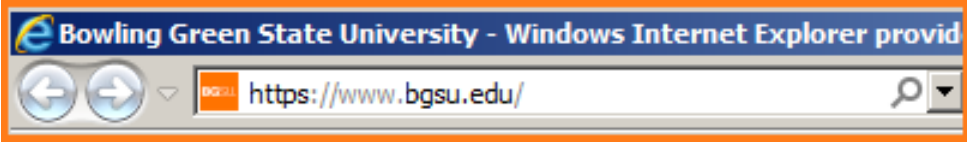
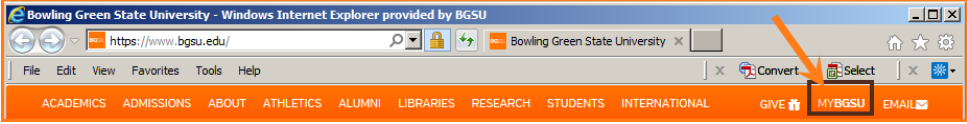
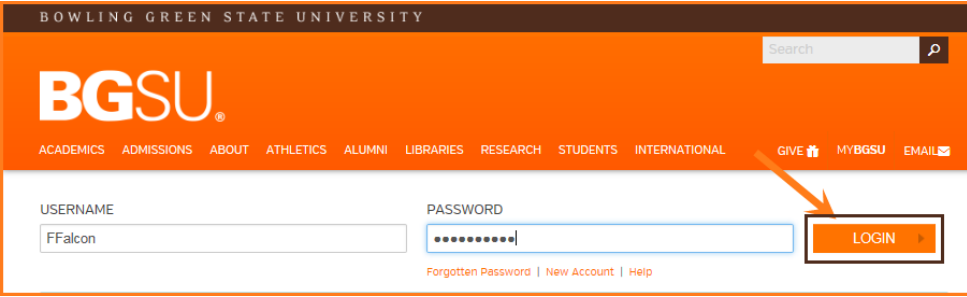
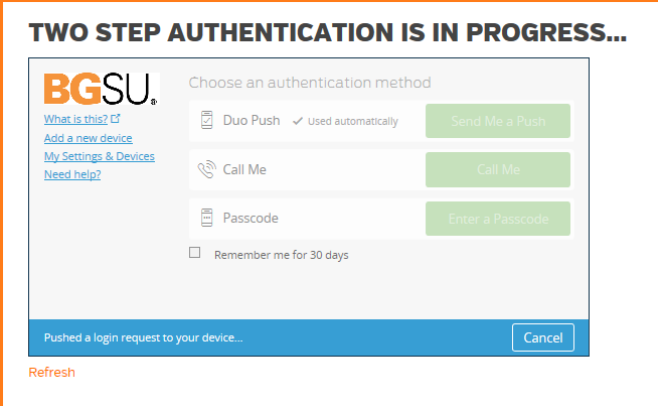


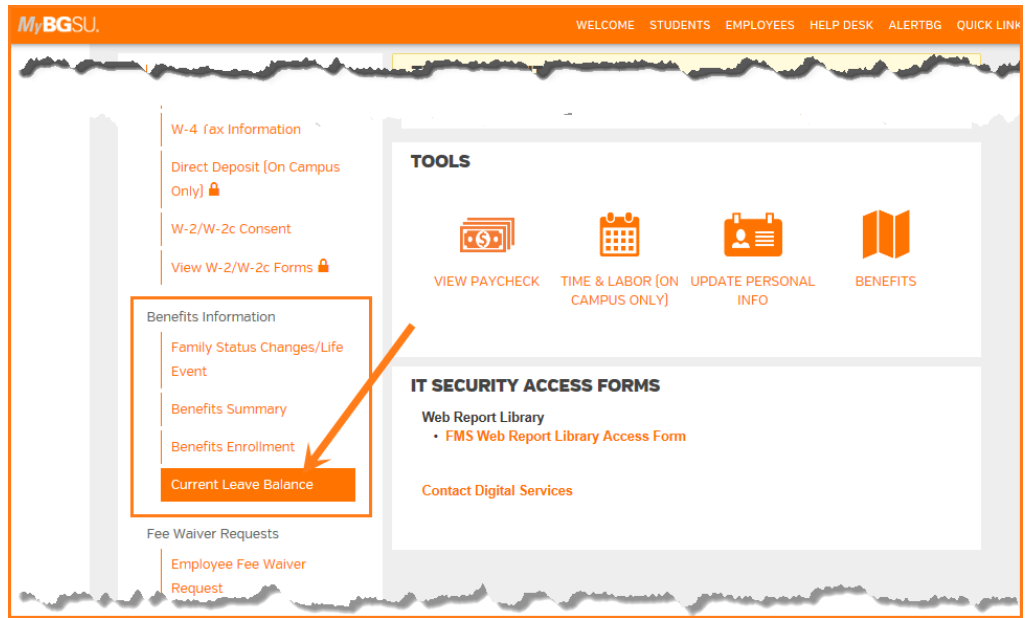
Current Leave Balance

<p>Begin the process at the bgsu.edu home page.</p> <p><i>Note: Please use Internet Explorer</i></p>	
<p>Step 1: Click MyBGSU</p>	
<p>Step 2: Enter USERNAME and PASSWORD</p> <p><i>Note: These will be your BGSU network credentials.</i></p> <p>Step 2a: Click Login</p>	
<p>Step 3: Complete the Two Step Authentication Process</p>	

Current Leave Balance

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.

