

## Open Lab Sessions

HR Shared Services (HRSS) is hosting *Open Labs* to aid clients in processing ISRs. Open Labs will allow you to bring your work to HRSS and have onsite help with any questions or concerns you may have with processing ISRs. You will be able to remotely log on to your workstation and have direct access to items on your C: drive. In addition, there will be HRSS personnel on hand that you can use as a resource. While HRSS will not process the ISRs for you, we will be there to assist you with processing your more difficult ISRs.

*Here is how it works:*

- First you will need to contact HRSS Trainers with 3 dates and times you are available and the ISRs you would like to discuss/work on.
- Then the Trainers will contact you with a date and forward instructions for remote access.
- On that date bring some of your work and computer name to HRSS at:

1101 E 33rd Street  
Ste D100  
Baltimore, MD 21218

For more details and to schedule an Open Lab sessions with HRSS, please email: [HRSharedServices-Training@jhu.edu](mailto:HRSharedServices-Training@jhu.edu)