

How to Retrieve your External ID

Step-by-Step Instructions

1. From your main intranet page, type in keyword search “EDA/MDA”.



2. Select Employee and Manager Direct Access from the top keymatch results.



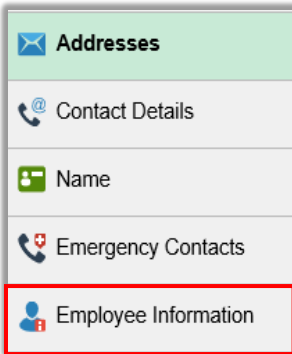
3. Select EDA Home



4. Select Personal Details



5. From the menu, select Employee Information



6. Your External ID is birth month, birth date and last 4-digits of your MyID.

