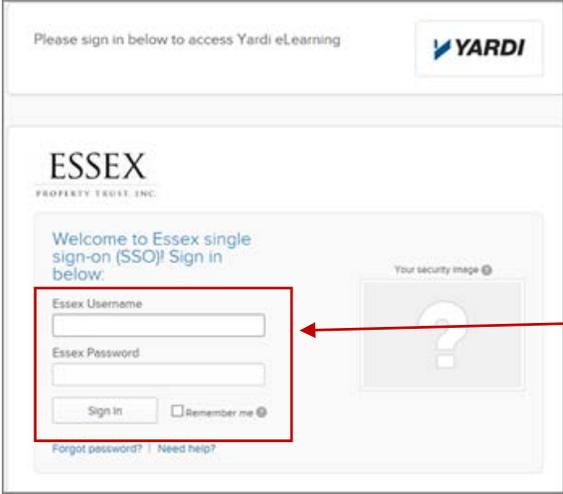


Instructions to access *Human Resources Associate Handbook 2017*

1. Log in to essex.okta.com.
2. You will be asked to sign in using your computer username and password.

Note: Please contact ast@essex.com for any login related issues.



Please sign in below to access Yardi eLearning

ESSEX
PROPERTY TRUST, INC.

Welcome to Essex single sign-on (SSO)! Sign in below:

Essex Username
Essex Password

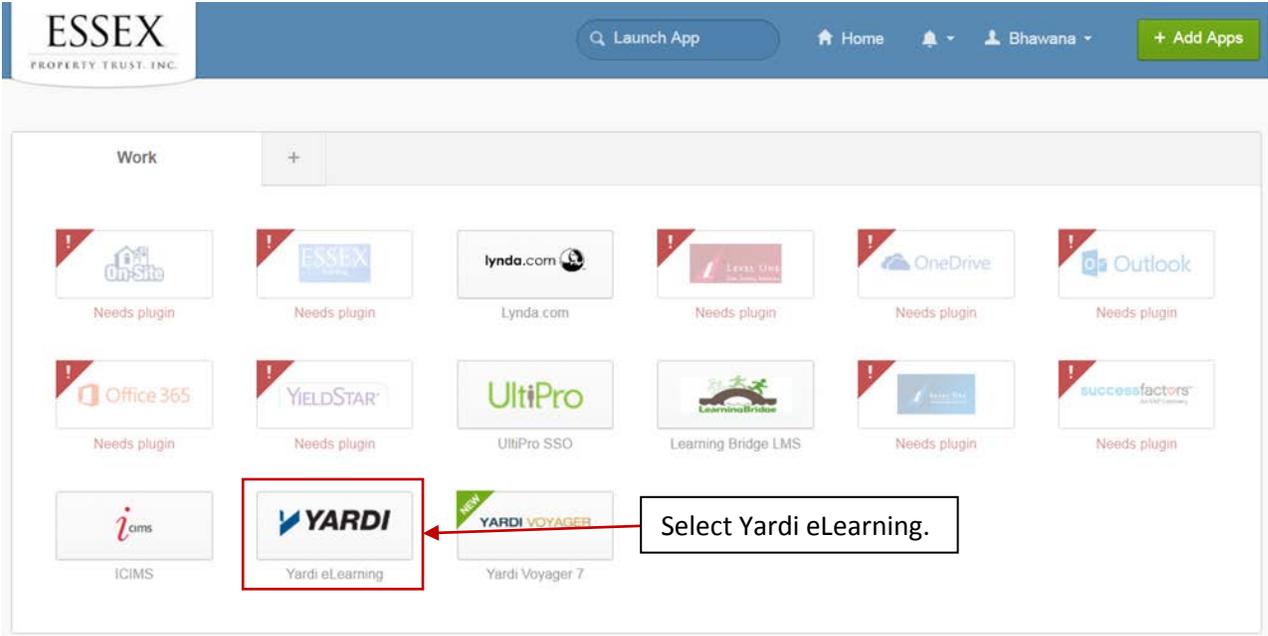
Sign In Remember me

Forgot password? | Need help?

Your security image

Enter your computer **Username** and **Password**, and click **Sign In**.

3. Once you log in, select Yardi eLearning.



ESSEX
PROPERTY TRUST, INC.

Launch App Home Bhawana Add Apps

Work

On-Site Needs plugin

ESSEX Needs plugin

lynda.com Lynda.com

Needs plugin

OneDrive Needs plugin

Outlook Needs plugin

Office 365 Needs plugin

YIELDSTAR Needs plugin

UltiPro UltiPro SSO

Learning Bridge LMS

Needs plugin

successfactors Needs plugin

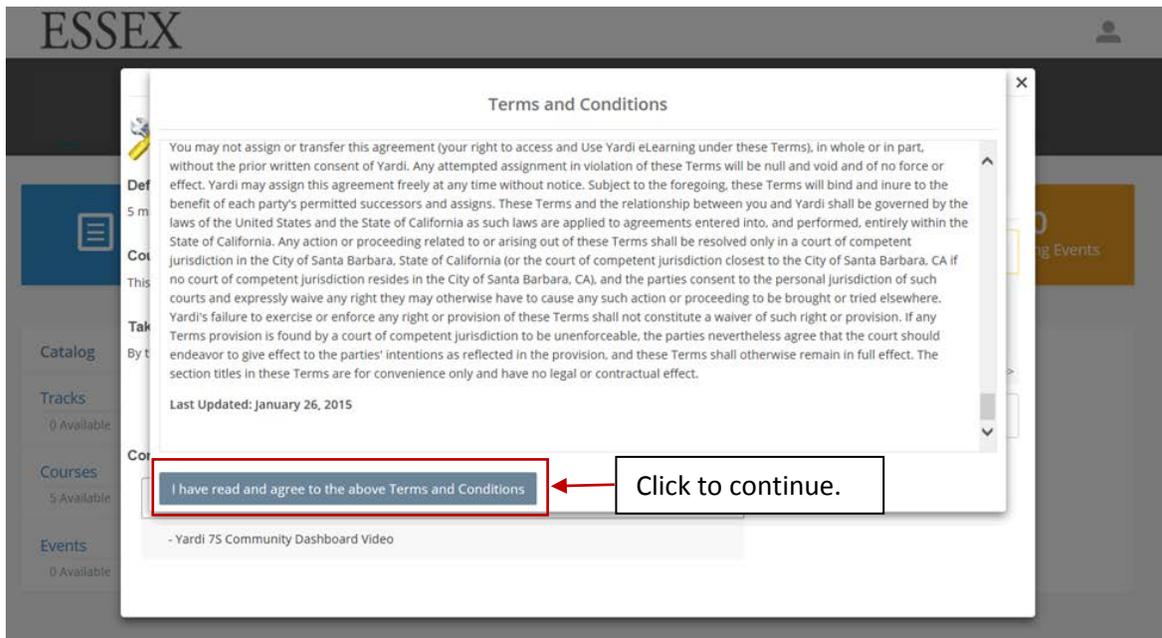
ioms ICIMS

YARDI Yardi eLearning

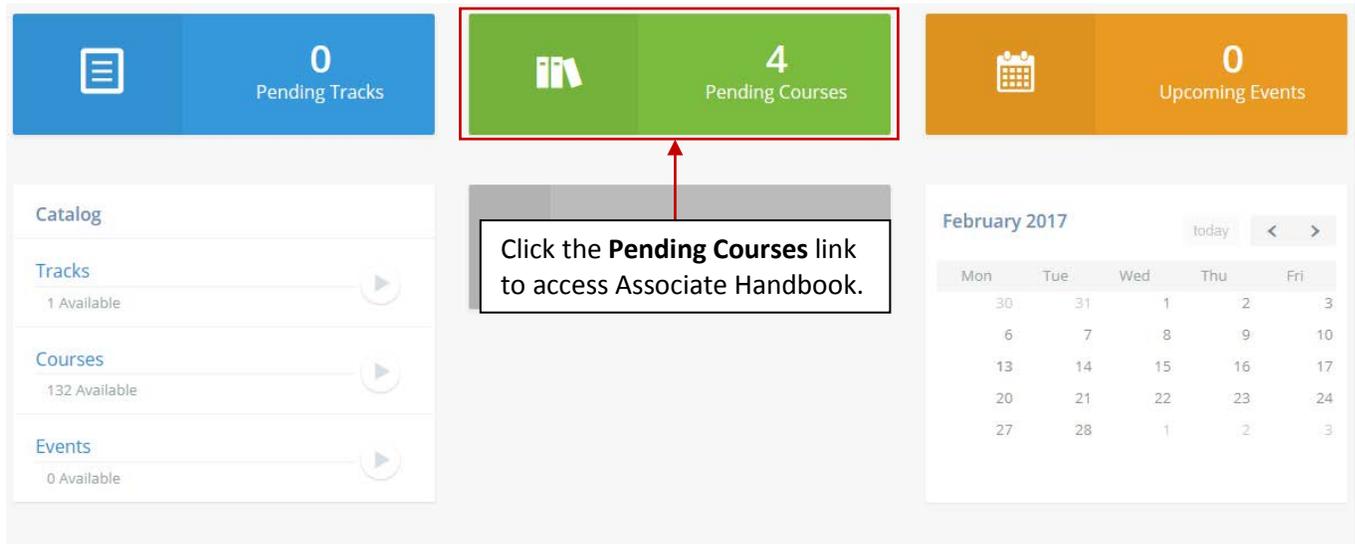
YARDI VOYAGER 7 Yardi Voyager 7

Select Yardi eLearning.

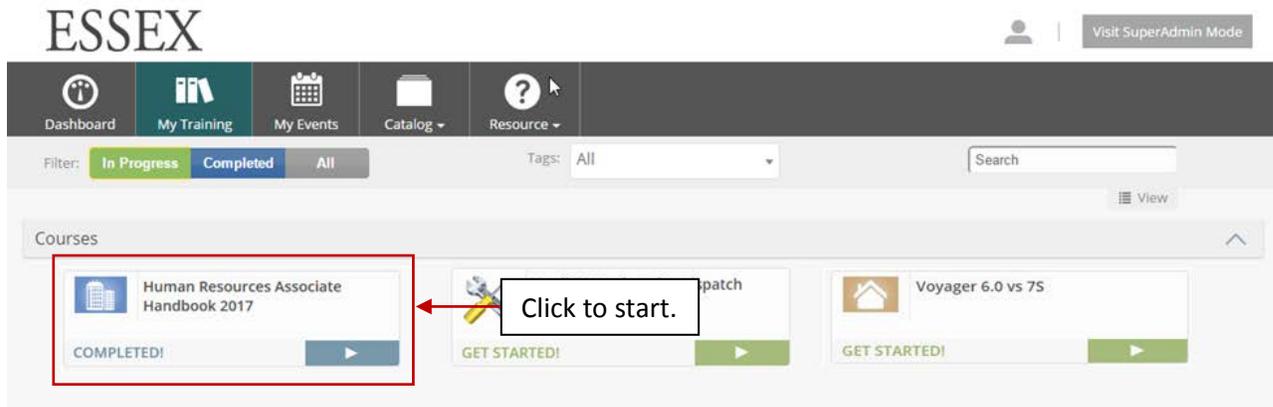
4. You may be asked to read and agree to the terms and conditions. Read and scroll down to the end of the page, and click the “I have read and agree to the above Terms and Conditions” link to continue.



5. You'll be directed to the following **Dashboard** on Yardi LMS. Click the **Pending Courses** link to access **Human Resources Associate Handbook 2017** assigned to you.



6. Click **Human Resources Associate Handbook 2017** to start.



7. You'll be directed to the **Human Resources Associate Handbook 2017** page. Follow the instructions on this page carefully to **read and acknowledge** the handbook.

The image shows the 'Human Resources Associate Handbook 2017' page. The top navigation bar includes 'Dashboard' and 'Visit Training Admin Mode'. Below the page title, there are links for 'Course Map' and 'My Activity', and a 'Next' button. The main content area is titled 'Associate Handbook 2017' and contains the following text:

The **Associate Handbook** sets forth some of the Company's policies and guidelines related to the employment, benefits, and rules for all Associates. **You are required to follow the steps given below to read and acknowledge the handbook:**

- 1. Click** [Associate Handbook 2017](#) . **The Associate Handbook will open in a new tab.**
- 2. Read the handbook carefully.**
- 3. Close the handbook and come back to this page.**
- 4. Read the acknowledgement message.**

Acknowledgement Message:

This is to acknowledge that I have received a copy of the Essex Property Trust, Inc. Associate Handbook and understand that it sets forth some of the terms and conditions of my employment as well as some of the duties, responsibilities and obligations of employment with Essex. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Associate Handbook and to abide by the rules, policies and standards set forth in the Associate Handbook. I further understand, however, that the policies contained in the Handbook are guidelines only and, with the exception of the at will policies, are not intended to create any