

Accessing mySource while on Leave

Create a New Account

To access mySource while on leave, you will have to setup a new account by following this link: [Employee Access \(southernco.com\)](#), then selecting Create New Account.

Please note – if you have already created an account to access MySource while on leave, you can just select Log in. There will be prompts to recover your username or password if you are unable to recall those.

Welcome to the Employee Access site

This site is intended for employees on leave of absence that do not have an existing active network account to enable connecting to Southern resources like mySource, JobSource, and LearningSource. If you experience issues setting up access, please reach out to HRdirect at 877-678-6787.


[Create New Account](#)

Already have an account? [Log in](#)

Create a Profile

To log in, enter your username and password and click login.

Note – you will need to use a personal email address so you can retrieve the emails while on leave.

 Southern Company

Create Profile

Personal Information

First Name *

Test

Last Name *

User

Email *

Email@personalemail.com

Retype Email *

Email@personalemail.com

Login Credentials

Username *

testuser

Password (Case-Sensitive) *

.....

Strong Password

Retype Password *

.....

Terms of Service

☒ I accept the [Terms of Service](#)

SUBMIT

CANCEL

Verify Email

A verification email will be sent to the email address you provided. Click the link to verify your email address and to proceed to the login page.



How to Complete Registration

Your registration is almost complete. In order to complete your registration, please open the email you will receive from us shortly and click on the link provided. This link will take you to a login page to verify that you received the email.

Your current email address is

Email@personalemail.com

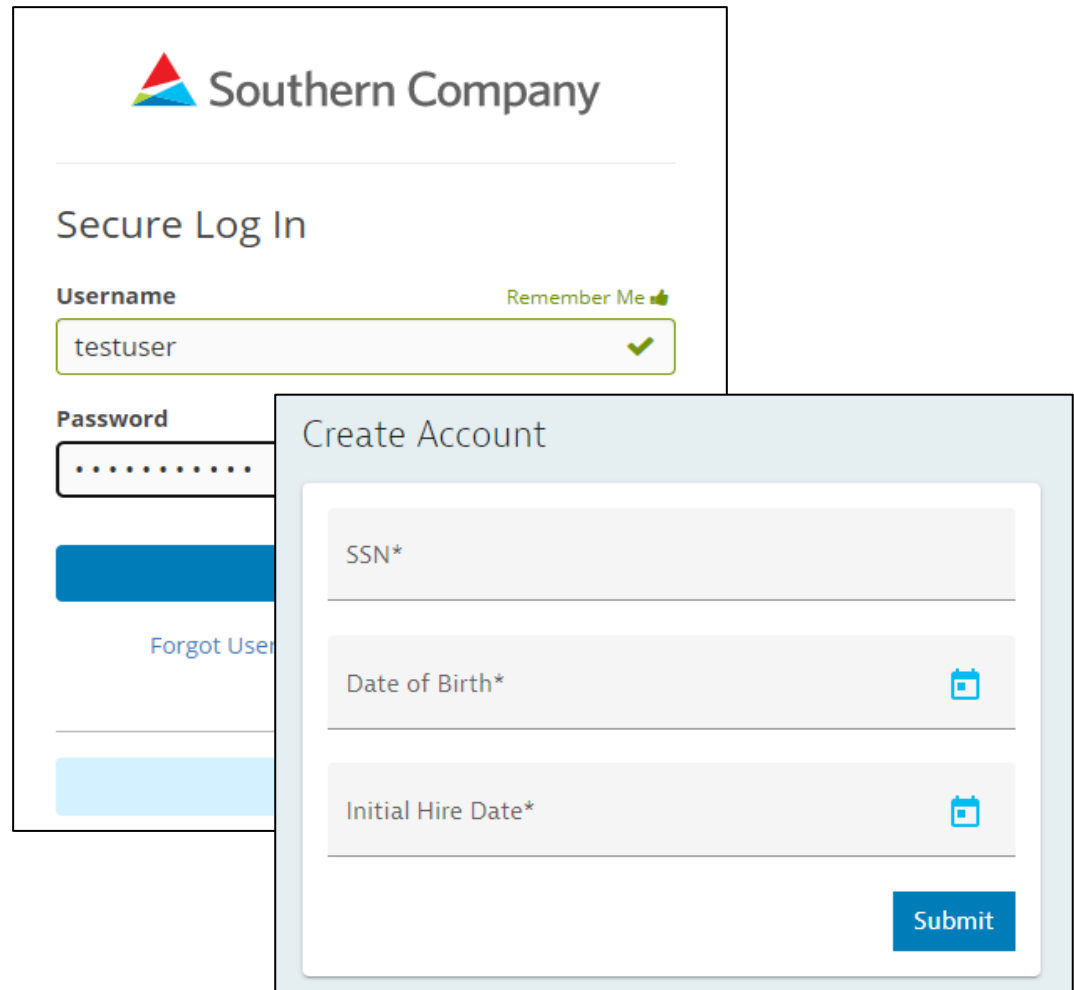
You can continue your online transaction or enrollment prior to completing your registration by clicking "Continue" below.

CONTINUE

Secure Log In

To log in, enter your username and password and click login.

Enter your SSN, Date of Birth and Original Hire Date.



The image displays two overlapping web forms from the Southern Company. The background form is the 'Secure Log In' page, which includes the company logo, a title, and input fields for 'Username' (containing 'testuser') and 'Password' (masked with dots). It also features a 'Remember Me' checkbox and a 'Forgot User' link. Overlaid on the bottom right is a 'Create Account' form, which contains input fields for 'SSN*', 'Date of Birth*' (with a calendar icon), and 'Initial Hire Date*' (with a calendar icon), followed by a blue 'Submit' button.

Southern Company

Secure Log In

Username Remember Me

testuser


Password


.....

Forgot User

Create Account

SSN*

Date of Birth* 

Initial Hire Date* 

Submit