



# Crew Portal on Helm Guide

If you have any questions, please reach out to Nick, [nromano@sea.edu](mailto:nromano@sea.edu)

Welcome to Helm, the new home of our Crew Portal. As we add more features this document will be updated.

- You should have gotten an email from Helm CONNECT with a link to login to your account. If you have not done so already, click on that link and create your new password when prompted.
- Once you have done that, you will always be able to access Helm via the link on the Crew Resources page on the SEA website.
- When you click on the **My Helm** tab on the left side of the screen you will be able to see your Profile and your Details. Please try to keep these up to date and filled out!
- **Reimbursement, Drug Test Letter, Sea Service Letter Forms**
  - Click on the **Compliance** tab on the left side of the screen, then on Forms.
  - Look for the forms prefaced by “PORTAL”. By clicking on these forms, you will be able to fill them out and attach any necessary documents.
- **Portal Resources**
  - To access resources, such as the Travel Policy and Pro-Deal List, click on the **My Helm** tab, then on Documents.
  - Select the Crew Portal folder on the left side.