Welcome to a brief overview of the BLDG Portal.

This document will cover the following areas:

1. Getting your Username & Password
2. Changing your User Settings
3. Changing your Password
4. Where to find Help

All online Wal-Mart applications by Evoco can be accessed through one point – the “building portal” located at www.bldgportal.com. You must be using the Internet Explorer browser, version 6.0 or above. The AOL Browser will not work on the BLDG Portal.

1. Getting your Username & Password

Please note that your username is also your email address. Should you ever forget your password, click the “Forgot your password?” link on the main page (a), type in your email address, and your username (which is also your email address) and a reset password will be emailed to you. Also available on the login page of the building portal is Help (b). Clicking on the red question mark at the top right hand corner will display the hours live chat is available, as well as toll free support phone numbers and the support email address.
2. Changing your User Settings

Logging into the building portal gives you access to Wal-Mart’s online systems and the option to update your own user information. Click the “Settings” tab, first on the top left (c) to access your personal user preferences. Here you may add or modify any personal contact information; your first name, last name and email address are required. Click the ‘Update Information’ button at the bottom of the form and your changes will be saved immediately. Please note that your email address also doubles as your username.

3. Changing your Password

Click on the middle tab labeled “Password” (d) to change your current password. The new password must be a minimum of 8 characters & alphanumeric (containing at least 1 letter and at least 1 number). Once your new password has been entered in both text fields, click the ‘Change Password’ button and your changes will be saved and take place immediately.

4. Where to Find Help

The last tab along the top is the “Help” tab (e). The contact information listed here is the same as was listed on login page and also includes an additional documentation section which contains quick help documents that pertain to some of the system applications. As processes evolve and systems are upgraded, the help documentation will be updated. Please ensure you are always referencing the latest version of a help document which will always be available in this help section.