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INTRANET – TEACHING HOURS REDUCTION (THR) REQUEST

The following instructions outline how to submit your Teaching Hours Reduction (THR) request through the Intranet platform.

* Go to **OneLogin** page[**https://gge-cyp.onelogin.com**](https://gge-cyp.onelogin.com)
* Click on the **Intranet** Icon**.**
* Click on the **“Windows Authentication”** option**.**
* In the pop-up window, fill in your **EUC email** and **password** and click on the **“Sign in” button.**
* Click on the **“Submit”** button**.**
* Click on **E-Forms** under the **Main Menu** on the top left corner of the page.
* Select your **Department** under the **category section**.
* Choose the **Teaching Hours Reduction (THR)** option.
* Fill in the **Teaching Hours Reduction (THR)** form.
* Press the **Submit** button.
* An **approved** or **rejection** email will be sent to your email.