

## Human Resources Division

HR Services

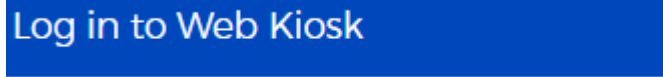
### Logging into Webkiosk

Webkiosk is a facility that allows quick and easy access to employment information and the ability to enter timesheets, timekeeping, leave and training requests.

To log into the Webkiosk you will need to ensure:

1. Your letter of offer has been processed by HR Services
2. You have been advised of your employee number and job number

#### Log in to Web Kiosk



Alternatively this can be found by navigating though;

1. Go to the UOW Home Page
2. Click on **Staff** (top right hand side)
3. Log into the Staff Universe
4. Click on the [Web Kiosk](#) box under 'System & platforms' (left hand side, listed in 'Systems' under 'HR & Finance')
5. Enter your **employee number** and **password**
6. Click on 'Sign in'

#### Password

The first time you log in to Web Kiosk, your password will be a minimum of 8 characters long. Your initial password will be your surname followed by numbers in ascending order until you reach 8 characters.

- If your surname is 2 letters it will be followed by the numbers 123456. Example: if your surname is Li your password would be; li123456
- If your surname exceeds 8 letters it will be your full surname followed by the number 1. Example: if your surname is Smithstreet your password would be; smithstreet1

After first logging in to the Web Kiosk you will be prompted to change your password to a password of your choice.

### Logging in for the first time

The first time you log in you will be directed straight to the 'Change/Password/Secret Question' page. Fill in all the fields and confirm by selecting 'OK'. Your new password will be active immediately.

Old Password \*

New Password \*

Confirm New Password \*

Secret Question \* Your mother's maiden name ▼

User entered Secret Question \*

Secret Question Answer \*

Change

### Old Password

- This will be your surname + numbers (brown123)
- If HR have reset your password, your 'old password' will be the recently reset password

### New Password

- Enter your new desired password (it cannot be the same as your old one)
- This will need to be 8-31 characters alpha numeric

### Secret Question

- It is required that you enter a secret question. This will allow you to change your password without HR assistance
- Select your secret question from the drop down menu

### Resetting your Webkiosk password

1. Click on the 'Forgot Password' link
2. Enter in your employee number and secret question
3. This will then send you an email with a link to reset the password
4. If you are still having issues with resetting your password you can log a HR Service Request

### Having difficulty accessing the Web Kiosk?

Please contact HR for assistance by phone on 02 4221 5902 or by logging a service request.

For more help Web Kiosk user guides can be found [here](#).