LOG IN - EMPLOYEE WEB KIOSK

Access to the employee web kiosk is via the University of Wollongong staff intranet

UOW Employee Web Kiosk

New User Log In

Existing User Log In

New User Log In

Click on Access the Employee Web Kiosk

The below screen will appear:

- **Web User Id:** enter your 7 digit employee/staff number
- **Password:** enter your password – this will be your surname with the number 1 on the end (lower case)

  **Note:** there is a maximum of 10 characters

  **Example** - if your surname is Johnson, your password should be entered

  johnson1

  Where you surname is longer than 9 characters it will consist of the first 9 characters with a 1 on the end

Click on the ‘Sign On’ button to log in

Once the site has loaded the following is an example of what will appear in a new window:
Change Password

- **Old Password:** this will be the password noted above (surname1)
- **New Password:** you need to enter a new password that you will create
- **Confirm New Password:** you need to re-enter the new password

If you wish to enter a secret question to retrieve your password if you forget it, please follow the steps below.

**Note:** The secret question will only work if you use your University of Wollongong email.

- **Secret Question:** Use drop down menu to select **User Defined Question**
- **User entered Secret Question:** Enter a question here
- **Secret Question Answer:** Enter the answer here
- **Click "OK"**

*Your password has now been re-set to the one you have created*

Existing User Log In

Click on **Access the Employee Web Kiosk**

The below screen will appear:
• **Web User Id:** enter your 7 digit employee/staff number
• **Password:** enter your password – this will be your surname with the number 1 on the end (lower case)

Click on the ‘Sign On’ button to log in