



## LOG IN - EMPLOYEE WEB KIOSK

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

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### New User Log In

Click on [Access the Employee Web Kiosk](#)

The below screen will appear:



Web User Id

Password

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- **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 your 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	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
	<input type="button" value="OK"/> <input type="button" value="Cancel"/>

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- **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:



**Login**

Web User Id

Password

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- **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