

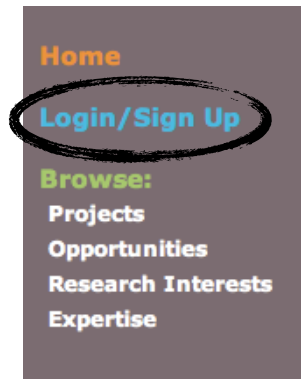


Setting up your Yaffle Account Memorial University Faculty

Yaffle uses Memorial's MUN Login system to authenticate registered users in the system. MUN Login is a "single sign on" service that is intended to simplify how you access a variety of services, and is the same account you use if you access your Memorial payroll information online, or use any of the services available at my.mun.ca.

(Please note: It is **not** the same account used for the my.swgc.ca services offered at Sir Wilfred Grenfell College)

1. From the yaffle.ca homepage, click on the **Login/Sign Up** link located in the **left menu bar**.



2. Login with your MUN Login account. If you don't have an account, or have forgotten your password, please skip to page 3.

MEMORIAL UNIVERSITY
Newfoundland & Labrador, Canada

MUN Login

Setup your account Having problems? Login

MUN Login ID:

Password:

Don't forget to logout...
It is **important** that you logout or close your browser when you are finished using Memorial web sites or services.



Setting up your Yaffle Account Memorial University Faculty

3. You'll be asked to agree to a privacy statement and confirm your name and contact information.

Welcome

This appears to be the first time you have logged into the system. As such, we will need you to agree to the Privacy Statement and provide some additional information to properly setup your account. Required fields are marked with a red asterisk (*).

Privacy Statement

Please click I Agree below to give consent to the Leslie Harris Centre for Regional Policy and Development for the collection of your information. The information is collected under the general authority of the Memorial University Act (RSNL 1990 CHAPTER M-7) and will be used to fulfill the mandate of the Yaffle project. By consenting, you acknowledge that you are aware the information will be shared on a publicly accessible online database (website). If you have any questions about the collection and use of this information, please contact Luke Power at (709) 737-8418.

*I Agree

*First Name:

*Last Name:

*Email Address:

*Country:

Telephone: (optional)

4. Congratulations! You're ready to start adding your work - continue to our 'Adding Projects, Research Interests and Expertise' tutorial to learn more.



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What you need to set up your MUN Login account

To set up a new MUN Login account or reset a forgotten password, you will first require your **employee number** and **HR PIN**. This securely identifies to the MUN Login system that you are a MUN faculty member, automatically providing you with access to the components of Yaffle that are available only to MUN faculty members.

Employee Number: Your employee number is a 9-digit number, and can be found on your MUN photo ID card. If you cannot remember your employee number you can refer to a recent pay stub or contact your departmental administrative assistant.

HR PIN: Your HR PIN is a 6-digit number provided by the Department of Human Resources. If you are a new faculty member, you should have received a letter containing your HR PIN (see the following page for a sample letter).

If you need to request a new HR PIN, you can do so by contacting the Department of Human Resources:

Email: hronline@mun.ca

Phone: (709) 737-2434

Once you have this information, continue to **Set Up Your Account**, or **Reset Your Password (Skip to Page 7)**.

Sample Letter containing your HR PIN



Department of Human Resources

St. John's, NL, Canada A1C 5S7
Tel: 709 737 4615 Fax: 709 737 2700
humanres@mun.ca www.mun.ca

September 24, 2009

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

Your confidential PIN for access to the Employee Services tab of *my.mun.ca* is provided below. Please keep in a secure place for future reference.

The Department of Human Resources has provided the availability of an on-line employee self-service facility for your convenience. This service will allow you to view and/or change certain items of personal information through the web via the University's portal, *my.mun.ca*.

In order to access the Employee Services tab on *my.mun.ca*, you will require a **MUN Login account and password**. If you do not already have one, go to *my.mun.ca* and follow the instructions given there for obtaining one (<https://my.mun.ca>).

You will be required to provide three personal identifiers in order to be authenticated for access to the Employee Services tab of *my.mun.ca*:

1. Your University Employee ID number
2. Your date of birth
3. Your Personal Identification Number (PIN)

Note: If you don't know your employee ID number, it can be obtained from your pay advice or from the administrative person in your area.

Your PIN is a randomly generated number which is unique to you, and is indicated below.

Your HR PIN

Your PIN is: 

In addition to your initial authentication, this PIN will be required in the future if you wish to a) enable or disable the display of your personal information on the Employee Services tab, or b) change your MUN login password. Please keep this record of your PIN in a secure place, and do not share it with any other person.

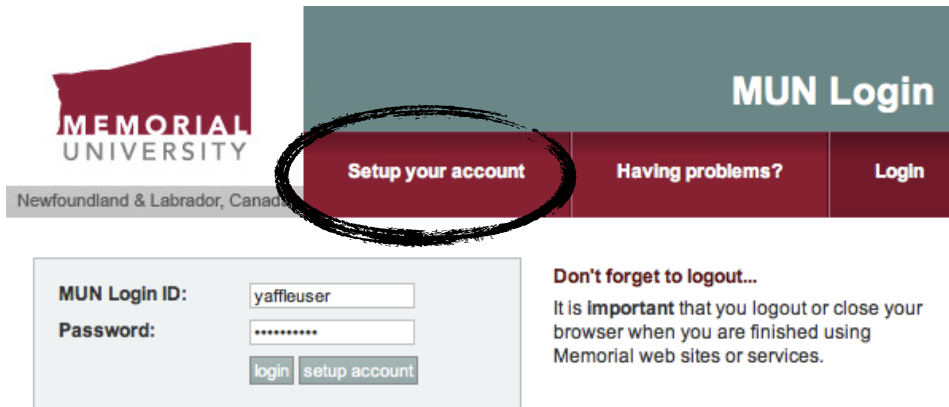
If you forget/lose your MUN login password, or you encounter any problems with your MUN Login account or with accessing/using *my.mun.ca*, please call the C & C Help Centre at 737-4595.

If you lose or forget your PIN, you may contact the Department of Human Resources by e-mail at hronline@mun.ca, or by calling 737-2434.

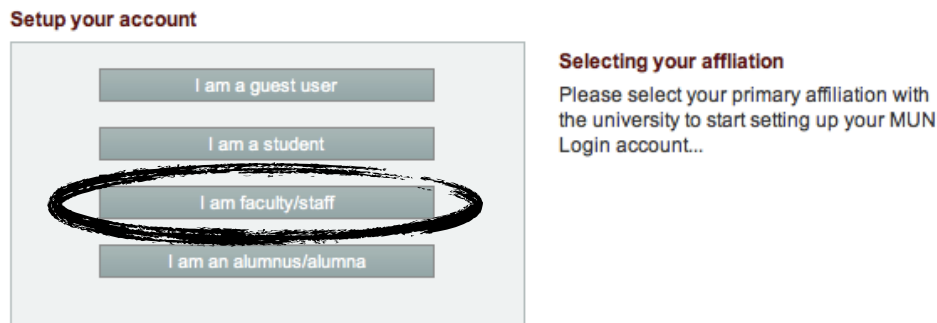
Additional information regarding the Employee Services tab may be obtained by going to the Human Resources web site at www.mun.ca/humanres, and clicking on "FAQ – Employee Services tab on *my.mun.ca*".

Setting up your Account

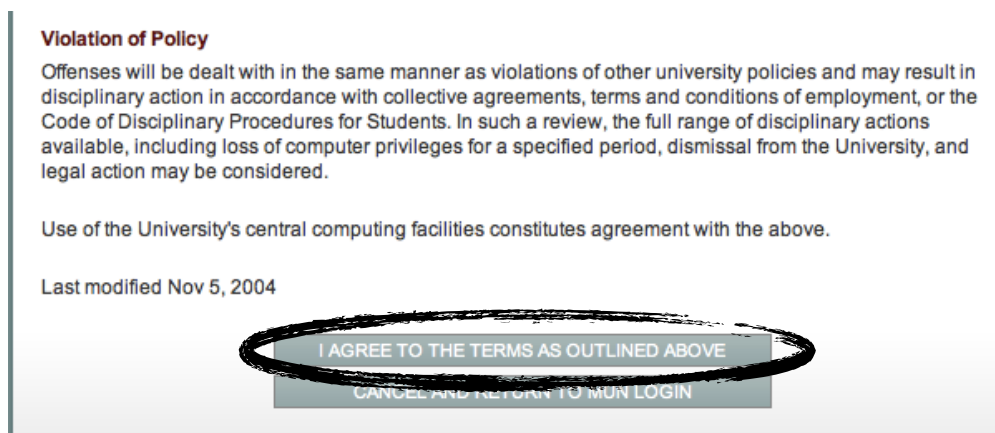
1. Click on the 'Setup your account' link in the top menu bar.



2. Click the 'I am faculty/staff' button.



3. Click to agree with the Agreement and Privacy Statement at the bottom of the statement page.





Setting up your Yaffle Account Memorial University Faculty

Setting up your Account

4. Enter the required information and click confirm.

Setup your account

Please complete the fields below to begin the process of setting up your new MUN Login account.

Employee Number:

Date of Birth:

HR PIN:

Account can access HR Data:

Having Problems?
If you cannot remember your employee number you can refer to a recent pay stub or contact your departmental administrative assistant. Alternatively you can contact Human Resources directly.

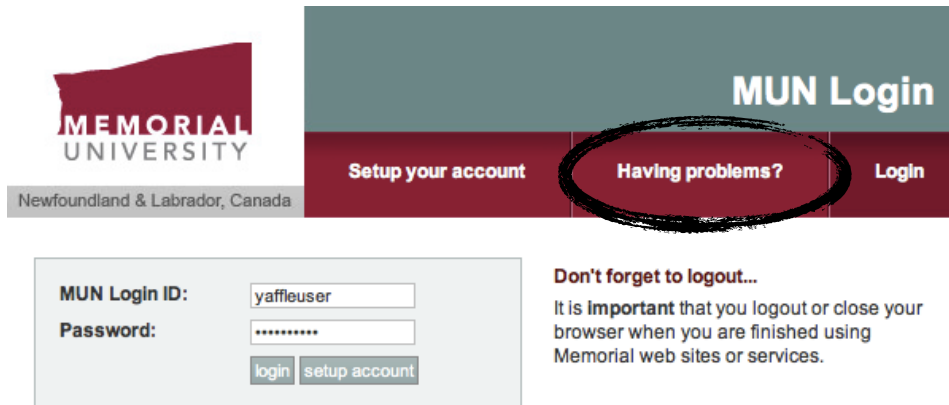
If you do not know your HR PIN you must contact the Department of Human Resources via e-mail at hronline@mun.ca, or by calling 737-2434.

Access to HR Data
If you select the option to allow your MUN Login account to access your HR data you can access the Employee Self Service available to staff through my.mun.ca.

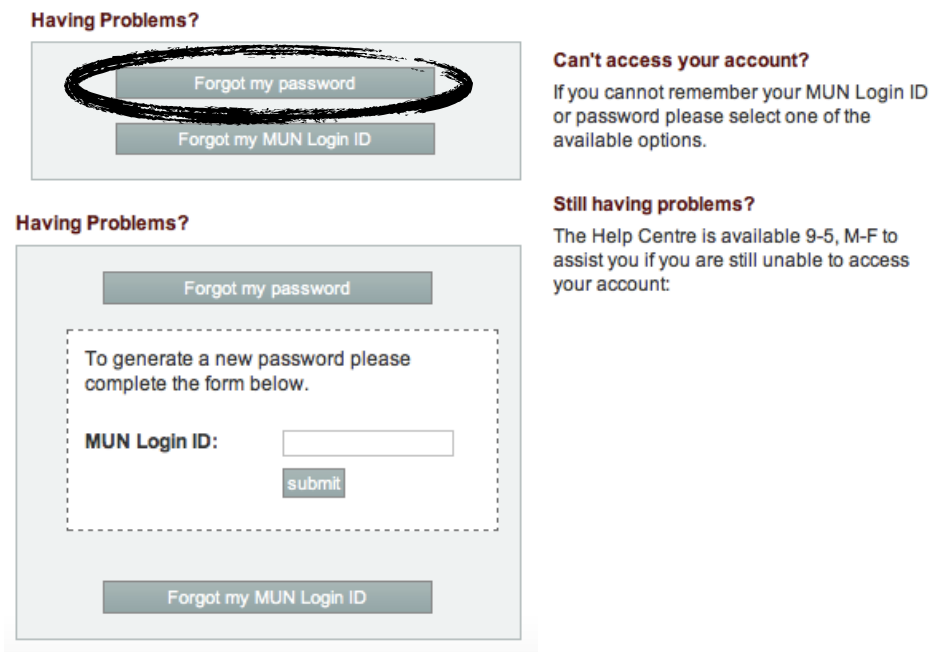
5. You'll be asked to create a password for the account. Follow the guide to create a suitable password based on the requirements.

Resetting a Forgotten Password

1. Click on the 'Having problems?' link in the top menu bar.



2. Click the 'Forgot my password' button, enter your MUN Login ID, and click submit. If you've forgotten your MUN Login ID, choose that option.



Resetting a Forgotten Password

3. Confirm your Employee Number, Date of Birth, and HR PIN and click the confirm button.

Forgot Password

Please fill in the fields below. You will then be presented with the option to reset your password.

Employee Number:

Date of Birth:

HR PIN:

Having Problems?

If you cannot remember your employee number you can refer to a recent pay stub or contact your departmental administrative assistant. Alternatively you can contact Human Resources directly.

If you do not know your HR PIN you must contact the Department of Human Resources via e-mail at hronline@mun.ca, or by calling 737-2434.

4. You'll now be given the opportunity to enter a new password. Follow the guide to create a suitable password based on the requirements.

STILL HAVING PROBLEMS?

Support for the MUN Login system is provided by the Department of Computing and Communications:

Email: help@mun.ca

Phone: (709) 737-4595

Office: HH 2013 (St. John's Campus)

Available M-F, 9:00am-5:00pm