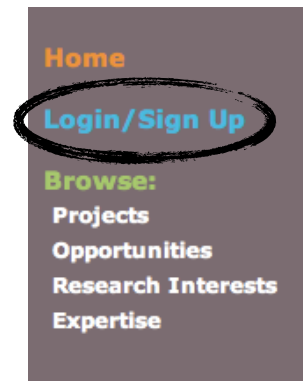




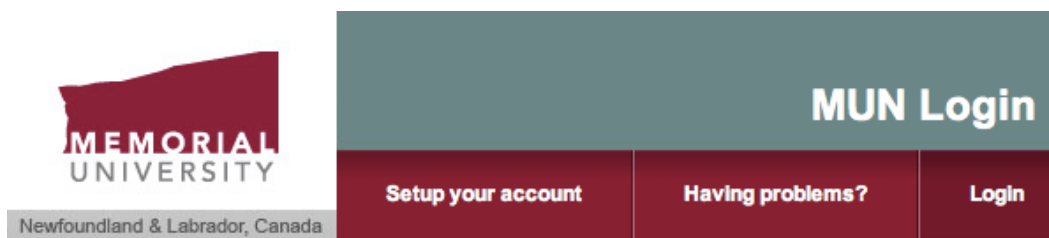
## Setting up your Yaffle Account Non-Memorial (Guest) Users

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 Memorial users access a variety of services.

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.



MUN Login ID:	<input type="text" value="yaffleuser"/>
Password:	<input type="password" value="*****"/>
	<input type="button" value="login"/> <input type="button" value="setup account"/>

### 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 Non-Memorial (Guest) Users

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)

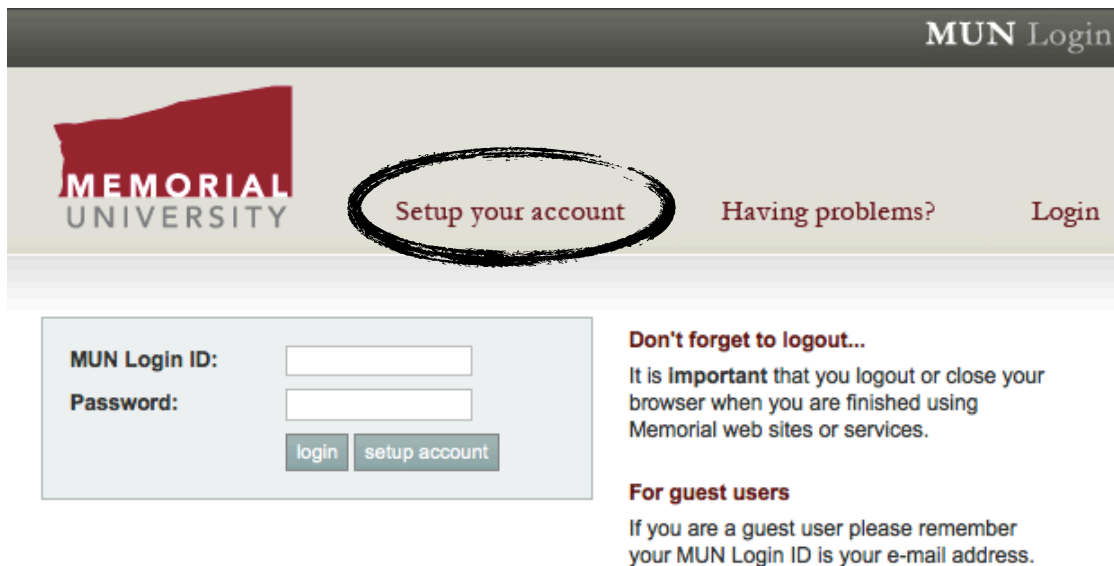
4. Congratulations! You're ready to start adding Opportunities - continue to our 'Adding Opportunities' tutorial to learn more.

### What you need to set up your MUN Login account

To set up a new MUN Login account as a guest, you will simply need a valid email address.

### Setting up your Account

1. From the MUN Login Page, click on the 'Setup your account' link in the top menu bar.



**MUN Login**

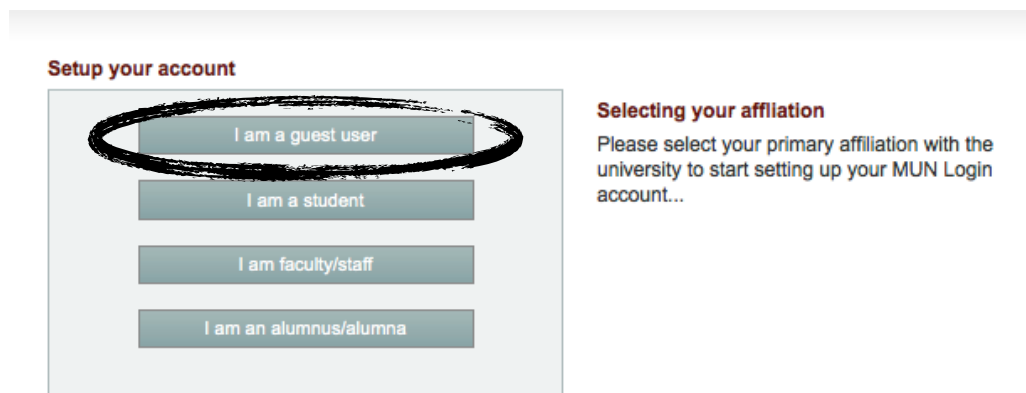
**MEMORIAL UNIVERSITY** **Setup your account** **Having problems?** **Login**

**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.

**For guest users**  
If you are a guest user please remember your MUN Login ID is your e-mail address.

2. Select the 'I am a guest user' option.



**Setup your account**

**Selecting your affiliation**  
Please select your primary affiliation with the university to start setting up your MUN Login account...



## Setting up your Yaffle Account Non-Memorial (Guest) Users

3. Enter your email address and choose a password.

### MUN Login Guest Account Setup

To setup your account please complete the form below then click 'create account'. Please **do not** use the same password that you use for your e-mail account.

<b>E-mail Address:</b>	<input type="text"/>
<b>Password:</b>	<input type="password"/>
<b>Confirm Password:</b>	<input type="password"/>
	<input type="button" value="confirm"/> <input type="button" value="cancel"/>

Your password must pass the following tests:

- does not contain your e-mail address
- is at least 8 characters
- contains at least 3 character of the 4 sets (ABC, abc, 123, !@#)
- password and confirm password match

This password should be **different** from the password for your e-mail account.

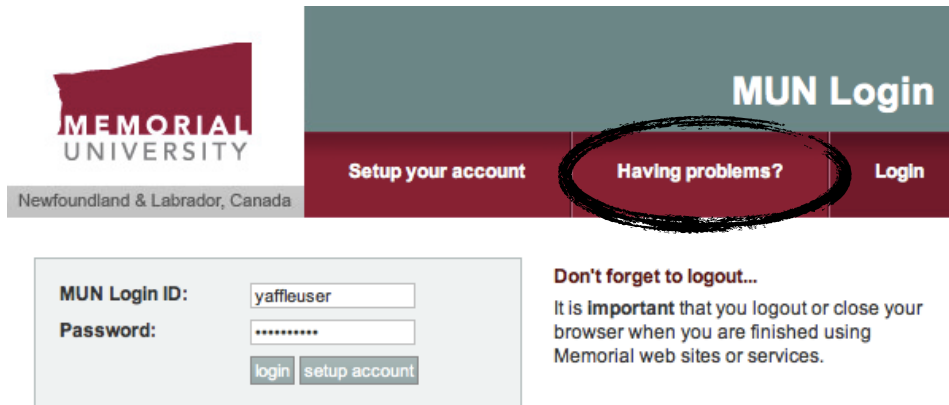
4. Check your email account for an Account Activation confirmation; you must select the '*click here to activate your account*' link to use your MUN Login account.

5. You should be returned to the main login screen. If not, return to Yaffle.ca and click the Login/Sign Up link.

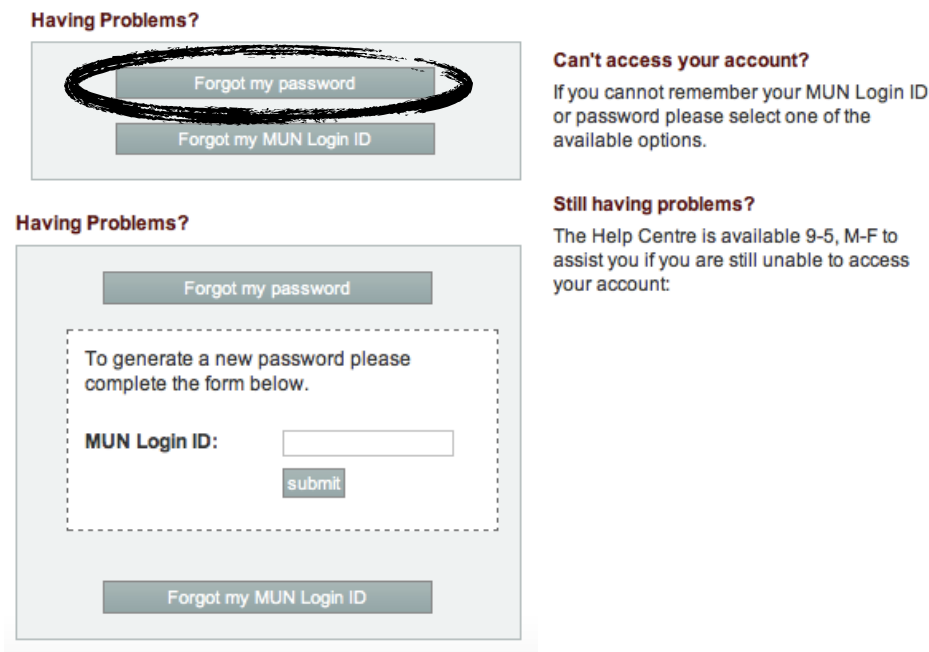
**Note:** When using a MUN Login guest account, your 'MUN Login ID' is your email that you used when signing up.

## 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](mailto: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](mailto:help@mun.ca)

**Phone:** (709) 737-4595

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

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