INSTRUCTIONS FOR OBTAINING STAFF SSO ID AND PASSWORD AFTER YOU HAVE BEEN GIVEN YOUR UMSL EMPLOYEE ID NUMBER*

STEP 1: To obtain SSO ID (“single sign on” identification):

1. GO TO THE WEBSITE www.umsl.edu
2. Click the tab MYGATEWAY, which is located right below the red band at top of page.
3. Scroll down to “SSO ID TOOLS“
4. Click “Lookup your SSO ID”
5. Enter your Employee ID Number (it has eight digits)

The system will assign you a “single sign on” ID, which is often your last name followed by your first and perhaps middle initial—for example, hubertlc.

STEP 2: Password to use with your SSO ID:

Your account will be created with a default password in the form YYDDSSSS, where:
YY are the last two digits of your year of birth
DD are the two digits of your day of birth
SSSS are the last four digits of your Social Security Number

Example: a person whose date of birth was April 9, 1955 with a Social Security Number of 123-45-6789 would have a default YYDDSSSS of “55096789”.

You will be asked to change your password to a more secure one:

As part of the effort to protect your accounts and information, you must choose a strong password that meets the following UM St. Louis password security requirements:

* Must not contain SSO ID
* At least eight characters (a-z)
* At least three of the four:
  o At least one lowercase character (a-z)
  o At least one uppercase character (A-Z)
  o At least one digit (0-9)
  o At least one symbol (? . ! _ ~ $ % + =)

TIP: You could include a telephone number, including the hyphen, as part of your password.

You will be instructed to enter your “current” password (the one with the form YYDDSSSS, not your employee ID number) and then enter your new password (created by you using the requirements listed in the box above) twice.

***CAUTION:*** We have had several employees who ran into a problem at this point and called the Technology Support Center: call (314) 516-6034 and wait for the voicemail prompt to enter
“4” to speak with a software support person. They have been directing new employees to type the URL

myhr.umsystem.edu (do not put “www” in front of that)

This is a password re-set for the University of Missouri system and will ask you for your Employee ID number, Social Security number, date of birth, and perhaps other personal information. If it finds you in the system, it will let you create a new password at that point. If it does not find your record, you can try again—in case you entered something incorrectly. If it still cannot find you, you may need to contact Human Resources to ask them to check if they entered some information incorrectly into the system. [I do not have access to all the information they enter, such as Social Security number and birth date—so I would not be able to verify that for you.] Please let me know if you still have problems with this

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STEP 3: THE ON-LINE TIMESHEET:

STEP 3A: (RECOMMENDED) TAKING TUTORIAL: This takes only a few minutes and should be very helpful to you:

See link below for tutorial on this procedure [NOTE: do not have a space after a “/”].

www.umsystem.edu/apps/is/ps-training/upgrade9.1/TIMELABOR_Student/TIMELABORStudent

STEP 3B: ACTUALLY ENTERING TIME INTO YOUR ON-LINE TIMESHEET:

Once you have your SSO ID and Password you may log in to enter your time. Below is the procedure on accessing your time sheet:

1. GO TO THE WEBSITE WWW.UMSL.EDU
2. Go to the dropdown menu at the lower right corner of the home page; click MyHR. You will need to enter your SSOID and your newly created password.
3. Occasionally you will be asked to update emergency contact information, etc.
4. Next look at the “Menu” at the upper left part of the screen; select “Self Service.” Then under Time Reporting select Report Time; under that select Timesheet. If you have only one job on campus, your timesheet for the current pay period will appear on the screen, ready for you to fill out.
5. Follow instructions as given in tutorial link above, and BE SURE TO CLICK THE “SUBMIT” BUTTON BEFORE THE SATURDAY DEADLINE.

NOTE: We have a current Pay Schedule on our website: www.umsl.edu/~rite.

*SSO stands for “single sign on”—we use same ID and password for various electronic purposes on campus systems