Getting to Know Web Kiosk

Not working out for you?

Email hr-services@une.edu.au

Getting to Know Web Kiosk

Is This The How-to For You?

This document is for anyone who is new to UNE's Web Kiosk or who wants to know how to login to and/or navigate around Web Kiosk.

Web Kiosk is your gateway to HR and allows you look at and (in some cases) change,

- Pay Slips

- Leave Balances

- Bank Account Details

- Payment Summaries

- Personal Details

If you need to, you can,

- create, modify, submit and/or approve timesheets

- apply for and/or approve leave

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What Do I Need To Do

Problems?

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What Do I Need To Do

1. **Finding Web Kiosk**

You can access Web Kiosk by pointing your internet browser to https://www.une.edu.au/webkiosk.

2. **Logging In to Web Kiosk**

1. Type your staff network user name here. This is the same user name you use to login to your computer.

2. Enter your staff network password here. This is also the same password you use to login to your computer.

3. Press the Login button!
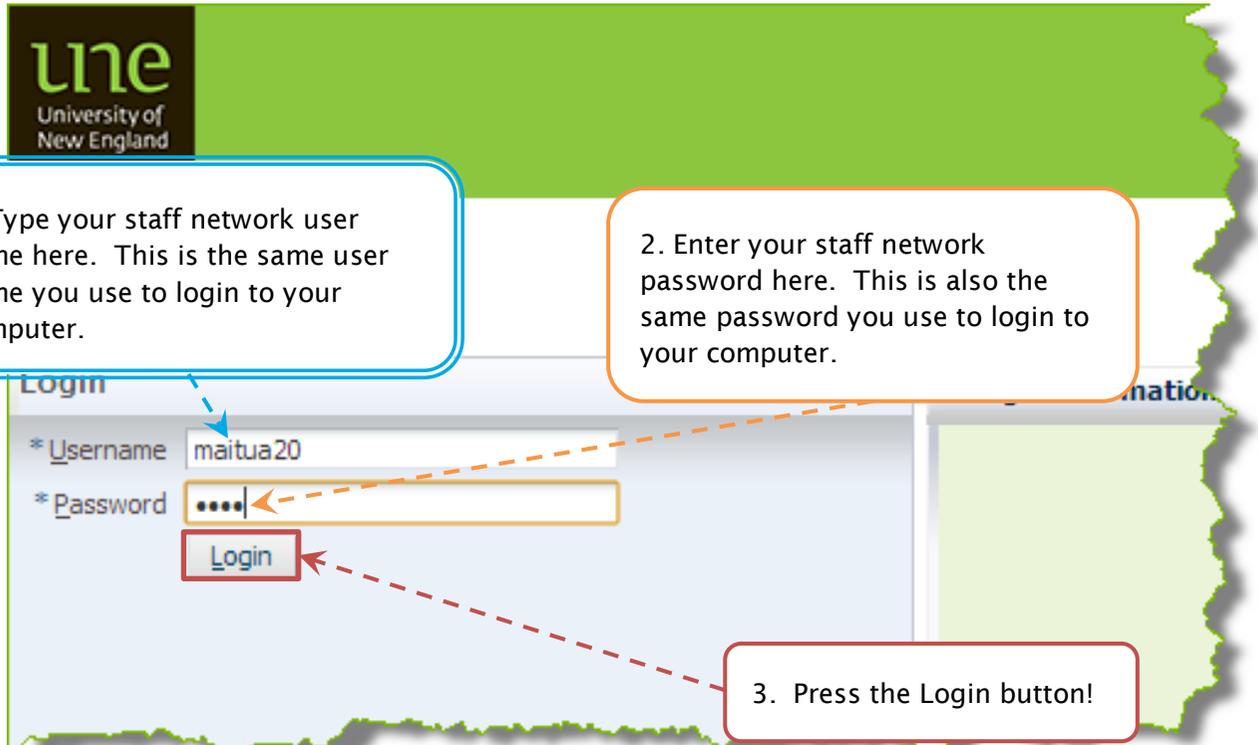
Figure 1: Web Kiosk Login Screen

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1. Finding Web Kiosk
2. Logging In to Web Kiosk
3. Web Kiosk Main Screen
4. Getting Around Web Kiosk
5. Adding an item to My Favourites
6. Removing an item from My Favourites
7. Changing your *Role (Job)*
8. Taming Pop-up Lists

Problems?

1. I Don't Know My Username
2. I Don't Know My Password
3. I no longer work at UNE
4. Login Screen Is Empty

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3. **Web Kiosk Main Screen**

Congratulations! You are now in Web Kiosk. Your screen should look like the one below.
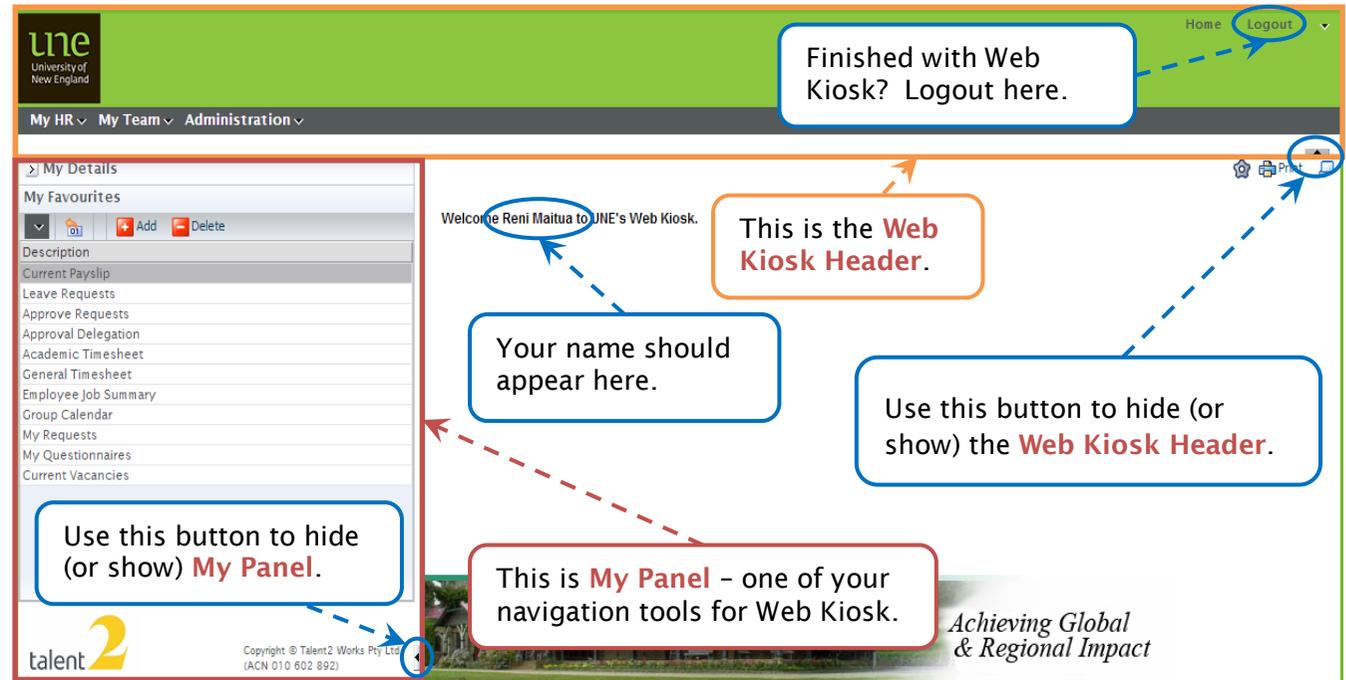
Figure 2: Web Kiosk Main Screen

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4.   **Getting Around Web Kiosk**

The easiest way to get around Web Kiosk is to use *My Favourites* which include the most frequently used programs. However all these programs are available in the Menus at the top in the *My Menu* section.

Your own set of ruby slippers! Click here to go home (to the main screen anyway).

This is **My Menu**. Everything found under *My Favourites* is also found here (and more!).
There are three Menus,

My HR	Programs for individuals
My Team	Team related tasks for team leaders/managers.
Administration	Only visible to authorised staff such as selection panel members and HR staff.

This is **My Favourites** – your one-click-Web-Kiosk-stop. Most common programs are already here but you can add or remove items as required.
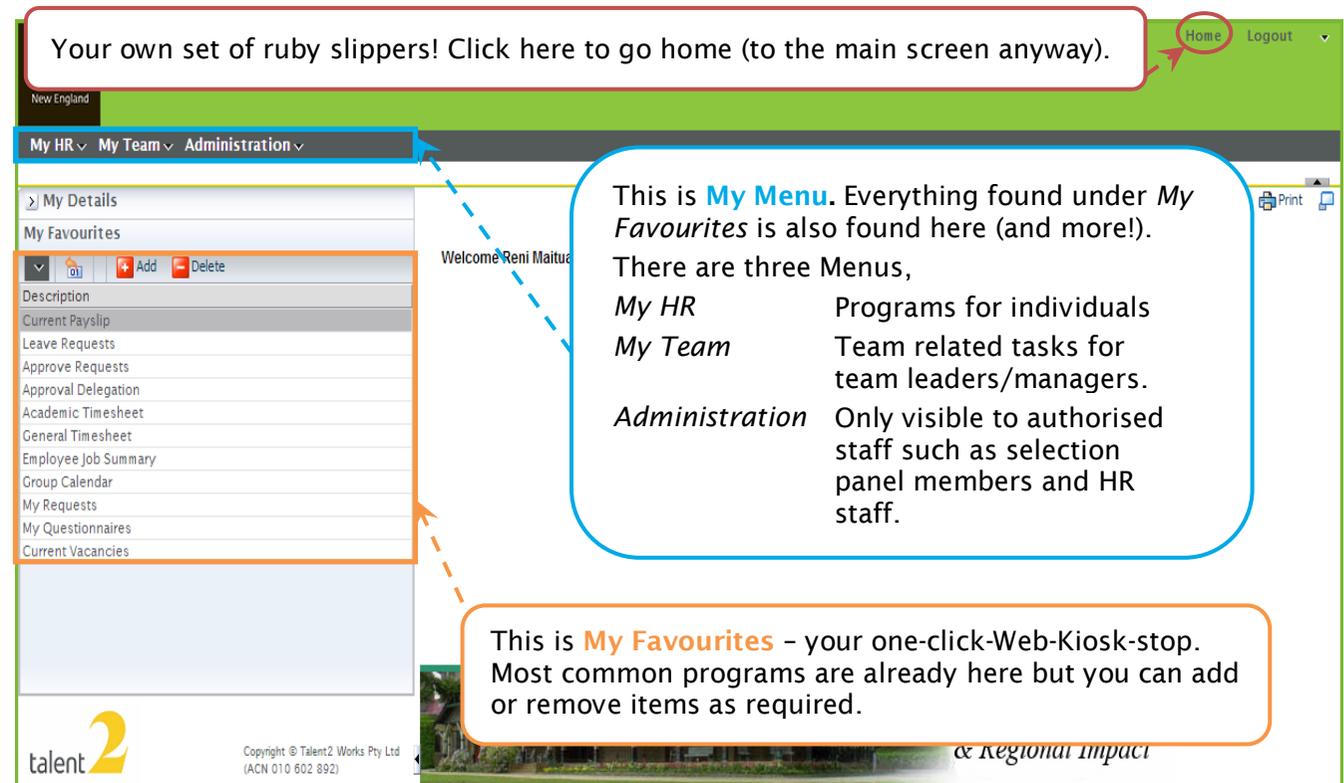
Figure 3: Web Kiosk Navigation Tools

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5. **Adding an item to My Favourites**

My Favourites can be customised by adding new favourite programs.

1. Navigate to the program you want to add (using *My Menu*). In this case, Reni wants to add *Payslip History*.

2. Click here to add new favourite

3. *Payslip History* is added to the bottom of *My Favourites*.
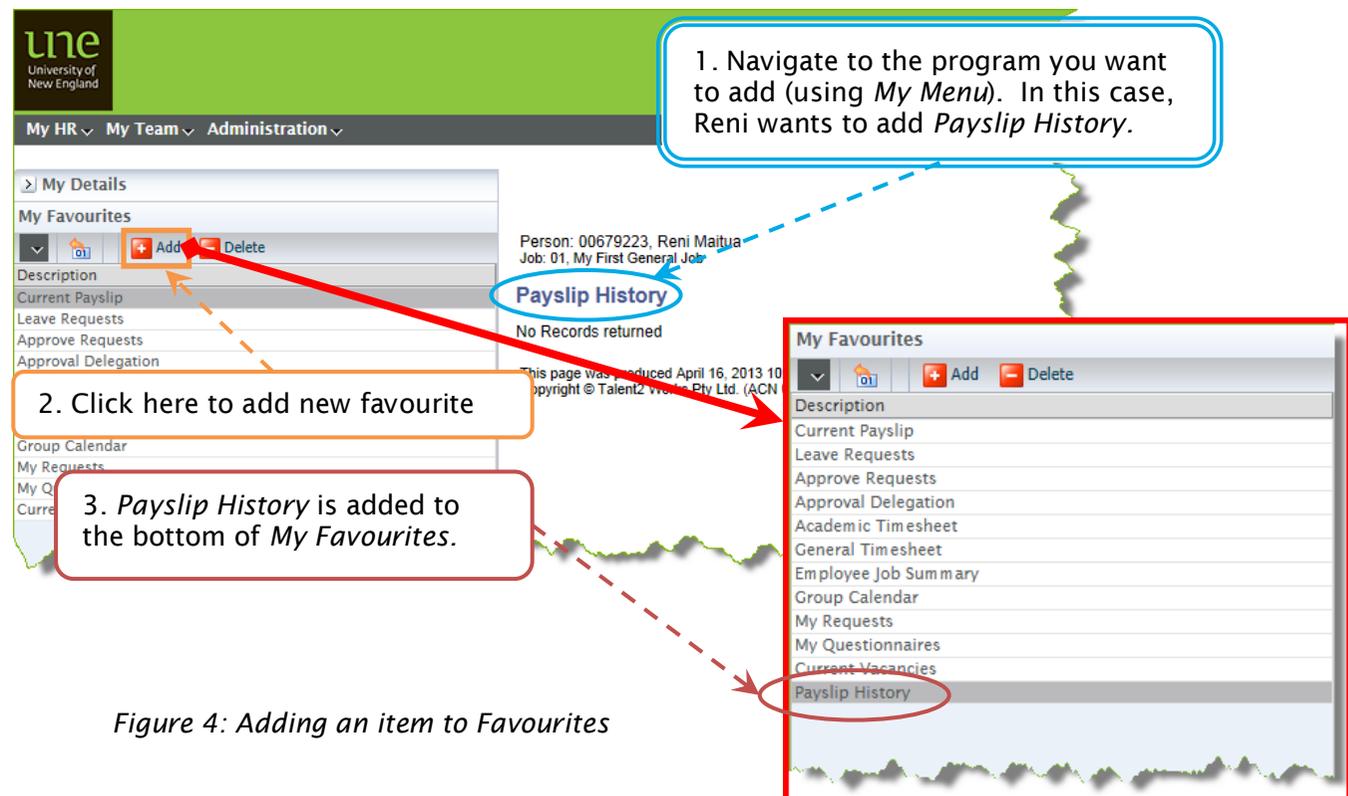
Figure 4: Adding an item to Favourites

6. Removing an item from My Favourites

My Favourites can be customised by removing existing favourite tasks. The task will still be accessible through the Menus but will no longer appear under *My Favourites.*

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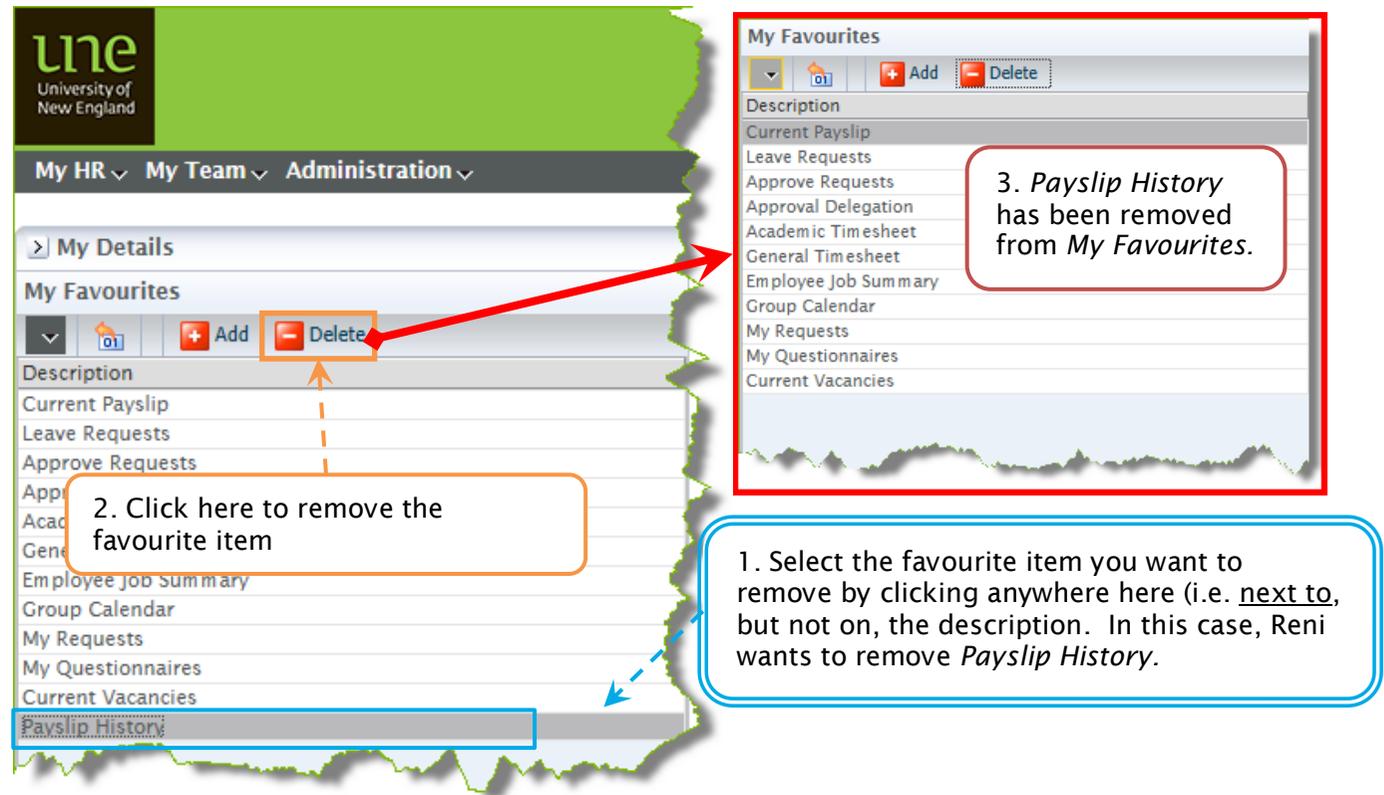
Figure 5: Removing an item from Favourites

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7.   Changing your *Role (Job)*

Your *role* is the default UNE job Web Kiosk uses and can be changed on a per session basis. Jobs are not relevant for all tasks you might want to perform, but when Web Kiosk is not looking at the correct job for a task, you will need to change your *role*.

Figure 6: Changing Your Web Kiosk Role

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8. Taming Pop-up Lists

When Web Kiosk wants information from you, it will often ask you to choose from a list. The lists appear in separate window (or 'pop-up') whenever you click a button like this ▾.

These lists are often very long and scrolling through them to find the entry you require can be quite tedious. Fortunately you can restrict the list to only those entries which match a search term you enter.
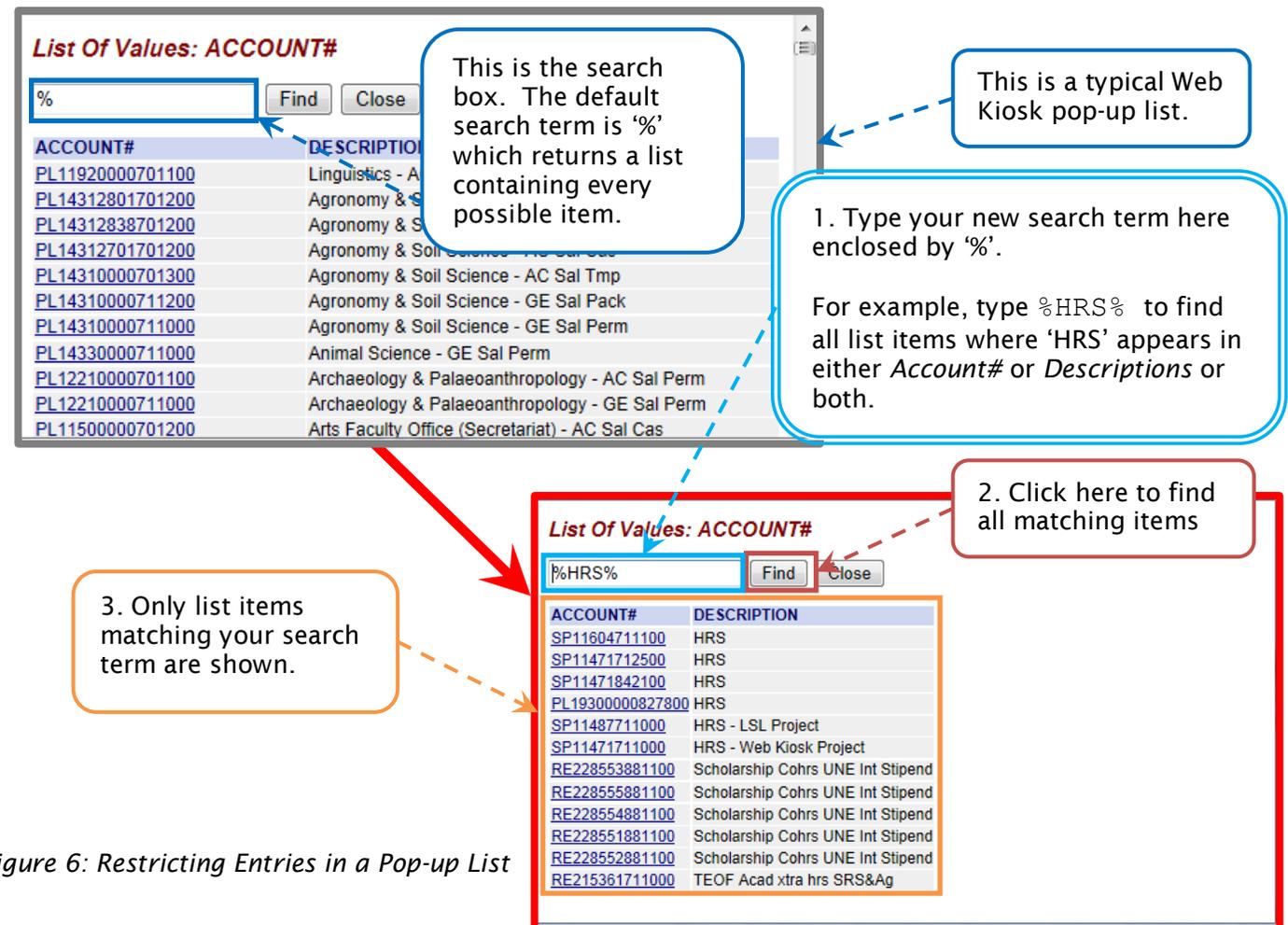
This is the search box. The default search term is '%' which returns a list containing every possible item.

This is a typical Web Kiosk pop-up list.

1. Type your new search term here enclosed by '%'.

For example, type `%HRS%` to find all list items where 'HRS' appears in either *Account#* or *Descriptions* or both.

2. Click here to find all matching items

3. Only list items matching your search term are shown.

Figure 6: Restricting Entries in a Pop-up List

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Problems?

1. I Don't Know My Username

The username for Web Kiosk is your staff network username and NOT your student username.

If you do not know your staff network username, please contact the ITD Service Desk by 'phone on 02 6773 5000 (or 1800 763 040) or via email to servicedesk@une.edu.au.

2. I Don't Know My Password

Web Kiosk password is now the same as your staff network password. Please note this will be different to any student passwords you may also have.

If you have forgotten your password you can try ITD's Forgotten password page, or contact the ITD Service Desk directly (either by 'phone on 02 6773 5000 (or 1800 763 040) or via email to servicedesk@une.edu.au).

3. I no longer work at UNE

If you have left UNE and no longer have access to your staff email account, you will need to request a new Web Kiosk password sending an email to hr-services@une.edu.au. *Please include your full name and employee number in this email*.

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4. Login Screen Is Empty

If your login screen doesn't have anywhere for you to enter your username and password, the login panel may be hidden. Try clicking on the ▶ button located on the lower left hand side of the screen (see Figure 7).


> Click this button to show the login panel.
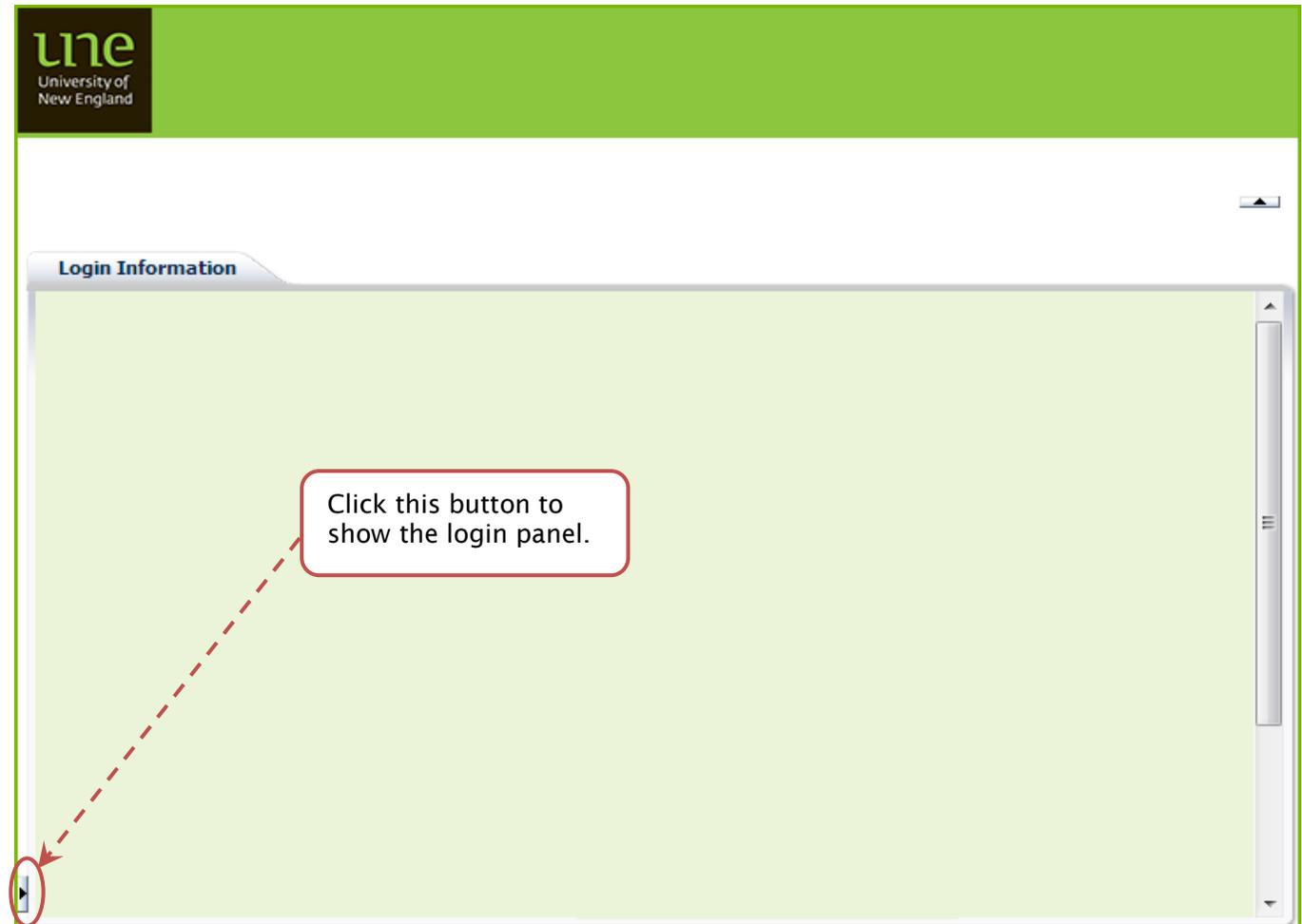
Figure 7: Login Screen with Login Panel Hidden