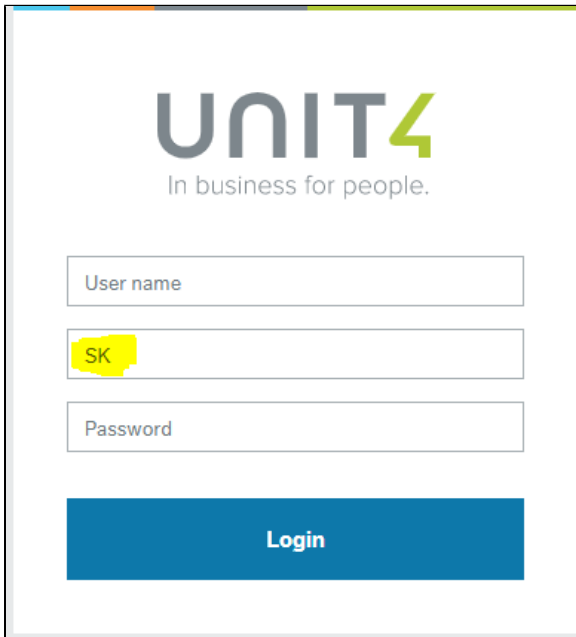


# Logging-on to Unit4 (Finance/HR/Payroll)

1. Go to the log-in page ([u4bw.selkirk.ca](http://u4bw.selkirk.ca)) to display the following:



2. Enter your user name (i.e. same as your network log-in: Jdoe), "SK" and password\*.

**\* Your password is NOT synchronized with the Network.**

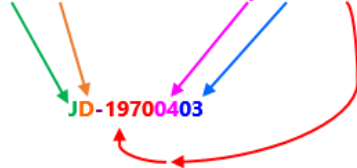
a. If this is your first time logging in, your temporary password has been set as:

Firstinitial\*\*Lastinitial-birthdateYYYYMMDD

**\*\*NOTE:**

- First letter of your **LEGAL** first name. (i.e. Jane Alice Doe: preferred first name = Alice, **legal** first name = Jane)
- Initials **MUST** be **UPPERCASE**
- **Dash** between initials and birth date is required.

**EXAMPLE:** Jane Doe-date of birth April 3, 1970 =



b. You will be immediately prompted by the system to select a new password.

## Related Articles


- [Logging in as a Guest - Classroom Computers](#)
- [Password Reset](#)
- [Logging-In On Campus](#)
- [Logging-on to Unit4 \(Finance /HR/Payroll\)](#)
- [Accessing Your Student Record](#)
- [Create A Candidate Account - careers.selkirk.ca](#)
- [Deactivate Your Account - careers.selkirk.ca](#)
- [Create A Unit4 Recruit \(U4R\) Account](#)
- [Submitting a Timesheet On Behalf of Another Employee - Timekeepers \(Unit4\)](#)
- [Supervisor Substitutes - Absence Module \(Unit4\)](#)
- [Setting-up People Planner - Supervisor \(Unit4\)](#)
- [Timesheet & Absence Codes - Summary and Definition \(Unit4\)](#)
- [Timesheet FAQs](#)
- [Training & Virtual Support \(Unit4\)](#)
- [Submitting a Timesheet \(Unit4\)](#)


## Need Help?


Review the [Payroll FAQs](#) page for answers to most common questions.


Submit a ticket to the [IT Service Centre](#) if...

- Your user name and/or password aren't working on the login page
- You require password reset assistance

 Your password has expired. Please change password.

Old password 


New password 


Verify new password 

**Change password**


**HINT:** User names and passwords are case sensitive. Passwords require a minimum of 8 characters, including 1 uppercase and 1 number or symbol.

c. Using your newly created password, log-in again.

 Password changed

User name 

SK

..... 

**Login**