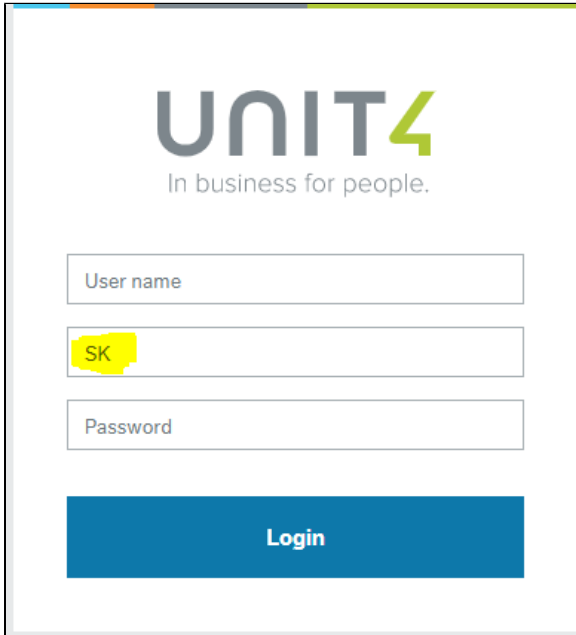


# Logging-on to Unit4 (Finance/HR/Payroll)

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\*. If you are a work study student, you will need to use the student username convention of *full first name and full last name* (i.e. janedoe)

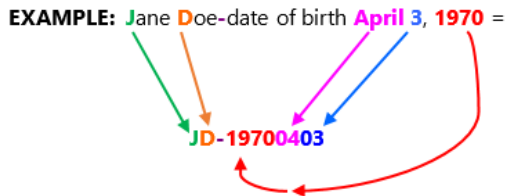
**\*Your password is NOT synchronized with the Network.**

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.



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

## Related Articles


- [Logging in as a Guest - Classroom Computers](#)
- [Logging-In On Campus](#)
- [Password Reset](#)
- [Accessing Your Student Record](#)
- [Create A Candidate Account - careers.selkirk.ca](#)
- [Deactivate Your Account - careers.selkirk.ca](#)
- [Create A Unit4 Recruit \(U4R\) Account](#)
- [Logging-on to Unit4 \(Finance/HR/Payroll\)](#)
- [Submitting An Absence Request - Single Position \(Unit4\)](#)
- [Approving/Rejecting an Absence Request - Supervisor \(Unit4\)](#)
- [Supervisor Substitutes - Absence Module \(Unit4\)](#)
- [Submitting An Absence Request - Video Demo](#)
- [Adding Assignments In People Planner - Supervisor \(Unit4\)](#)
- [Setting-up People Planner - Supervisor \(Unit4\)](#)
- [Submitting An Absence Request - Partial Day \(Unit4\)](#)

## 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.

**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

**Login**