myUW*info*

University of Windsor

Introduction

- Welcome to myUWinfo, the University of Windsor's gateway to your human resource information.

- Through myuwinfo.uwindsor.ca you can access your employee information from any computer or mobile device with Internet access.

- To access myUWinfo you will need your UWin Account credentials. In addition, you must have at least one multi-factor authentication (MFA) option set up. Learn more at www.uwindsor.ca/its/mfa-options.

- If you need assistance with myUWinfo, contact:
  - **IT Service Desk** at 519-253-3000 ext. 4440 for access issues (UWin Account, MFA, browser)
  - **Payroll** at payroll@uwindsor.ca for payroll inquiries (pay statements, tax forms)
  - **Human Resources** at hr@uwindsor.ca for HR inquires (your personal and employment information, your benefits)

How do I set up my MFA option(s)?

If you are setting up your MFA option(s) from an **ON-CAMPUS** location:

- Navigate to **myprofile.microsoft.com** in a web browser and sign in with your **UWinID@uwindsor.ca** and **UWin password**.

- In the **Security info box**, click the **UPDATE INFO** link.

- Click the **+ Add method** button to add an authentication option.

If you are setting up your MFA option(s) from an **OFF-CAMPUS** location, follow the steps outlined at www.uwindsor.ca/its/mfa-setup.

> ℹ️ For complete myUWinfo how-to information, such as viewing your pay statements or T4s, visit www.uwindsor.ca/myuwinfo/help.

myUWinfo

How do I sign in?

- In your web browser, go to myuwinfo.uwindsor.ca.

- In the **User** field, enter your UWinID@uwindsor.ca (including the "@uwindsor.ca part).

- In the **Password** field, enter your UWin Account password.

- Click the **Sign in** button.

- If you are accessing myUWinfo from an off-campus network, you will be required to multi-factor authenticate.

> ℹ️ For Student Employees, use the same UWinID@uwindsor.ca and UWin Account password for myUWinfo as you use to access Blackboard and UWinsite Student.

What if I don't have a UWin Account?

If you are a Part-Time Casual or Temporary Employee, you must activate your UWin Account.

1. Go to www.uwindsor.ca/its/uwinid.
2. In the **Account Activation** section, click **the Faculty / Staff / Employee Account** link.
3. When prompted, enter your **UWin ID** and **Activation Code**. Click **Submit**.
   - Your **UWin ID** will be your Employee Number preceded with the letter 'e'. For example, if your employee number is 12345, your UWin ID is 'e12345'
   - Your **Activation Code** will be your year of birth followed by the last four (4) numbers of your Social Insurance Number (SIN), followed by the capital letters 'PW'. For example, if your SIN is 123 456 789 and you were born in 1992, your password will be '19926789PW'
4. Verify that your information is correct. Click **Submit**.
5. Create your security questions and answers. Click **Submit**.
6. Choose your password and enter it twice. Click **Submit**.
7. You will receive a message indicating your UWin Account is now active.

If you are still unable to log in to myUWinfo, please call the IT Service Desk at 519-253-3000 ext. 4440.