

Dear Scholarship Recipient

As a new scholarship student at Murdoch University, you will need access to the Human Resources Self Service. Web self service enables you to view and print your pay slip, and view your personal information. Consequently, you will not receive a hardcopy payslip. Web Self Service is easy to use and can be accessed 24 hours a day.

To access the Web Self Service, you will need your staff number, MAIS PIN and the web address <http://www.murdoch.edu.au/staff/myinfo/>. You should save this address as a favourite (in your browser). This will ensure you are directed to the correct site each time you log in and will also keep you informed of any changes that may be occurring to Web Service by way of a News section.

To be advised of your MAIS PIN, you need to request your pin *in person* from IT Services. The Helpdesk is located in the Murdoch University Library. Please take with you adequate personal identification such as your Student (Library) Card or drivers licence. You cannot request your MAIS PIN by email or over the phone due to security reasons.

If you experience any difficulty accessing Web Self Service, please contact Human Resources via email at hrhelpdesk@murdoch.edu.au, or see the Human Resources Website for contact information at:
<http://wwwadmin.murdoch.edu.au/hr/attach/AZ0001.html>

Warmest Regards,

Murdoch University Graduate Centre.