

THE UNIVERSITY OF WINNIPEG

If after resetting your password you are still unable to log in, please contact <u>myhr@uwinnipeg.ca</u> for assistance.

Your username is typically your primary email address that was provided to HR as part of your hiring paperwork. If you don't know your username, please contact <u>myhr@uwinnipeg.ca</u>

1. Using your web browser, please access the UWinnipeg myHR site.	https://myhr.uwinnipeg.ca
2. Click the "Reset My Password" link	Self Service Login Username Password Login Reset My Password Don't have a Self Service account? Register Now
 3. Please enter your primary email address and your home postal code. If you have a @uwinnipeg.ca address, please use this. Otherwise it is the email provided to HR when you were hired. Note, you may be prompted with a photograph challenge. Click "Verify Identity" 	Verify Your Identity Enter values for the following fields to verify your Identity. Email What is your current Postal Code on file with Human Resources? Please use this format: "A0A 0A0" I'm not a robot Verify Identity



4. If you receive a message "Unable to Verify Identity", please contact <u>myhr@uwinnipeg.ca</u> for assistance.	Verify Your Identity Enter values for the following fields to verify your Identity Email What is your current Postal Code on file with Human Resources? Please use this format: "A0A 0A0" We are unable to validate your Identity. We are unable to validate your Identity. I'm not a robot Verify Identity	
5. If your information matches what we have in the system, you will see a message at the top of the screen like this (see to right). If you do not see this message, please see step 4 to verify that your information was accepted.	Success Your validation code has been emailed. If you do not get an email, please or fact your System Administrator.	alidate Verifica ease Enter Verific A If you leave this onger be valid. Verify

Human Resources



6. STOP!! Do not leave this webpage! While you wait for your code (typically received immediately) please stay on this site. If you leave the page, you will need to request a new code.	Validate Verification Code Please Enter Verification Code. If you leave this page your validation code will no longer be valid. Verify
7. Check your email for the code, and look for this message:	Search Current Mailbox (Ctrl+E) All Unread By Date * Newest ↓ Today UWinnipeg MyHR MyHR Password Reset Verification Code Hello
8. Clicking on the message will display your code. Please note this is a "one-time" use code, and cannot be used in future password resets.	Reply Reply All Forward Tue 2019-04-30 10:39 AM UWinnipeg MyHR <do.not.reply@myavanti.ca> MyHR Password Reset Verification Code Hello Your password reset verification code s: LXKHHQ If you did not request a password reset please contact Human Resources. Thank You</do.not.reply@myavanti.ca>

Human Resources

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	Self Service Login
	1 Username >
	Password >
12. You're done! You can now log in with your new password.	Login
	Reset My Password
	Don't have a Self Service account? Register Now
	Need Help?