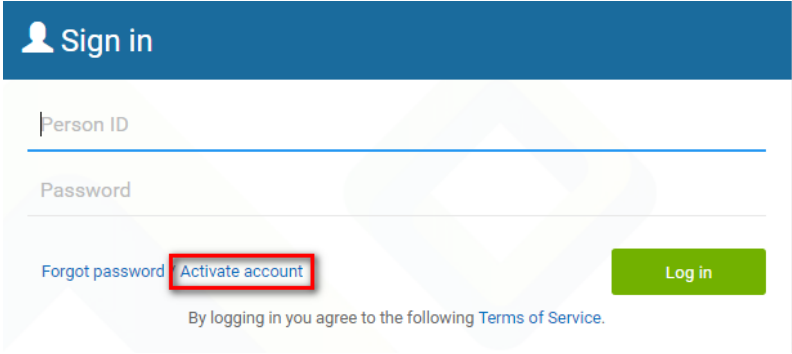
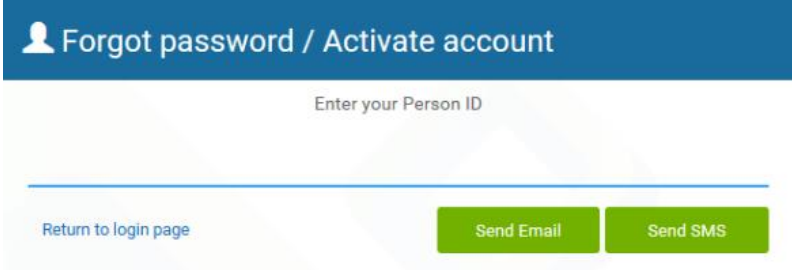
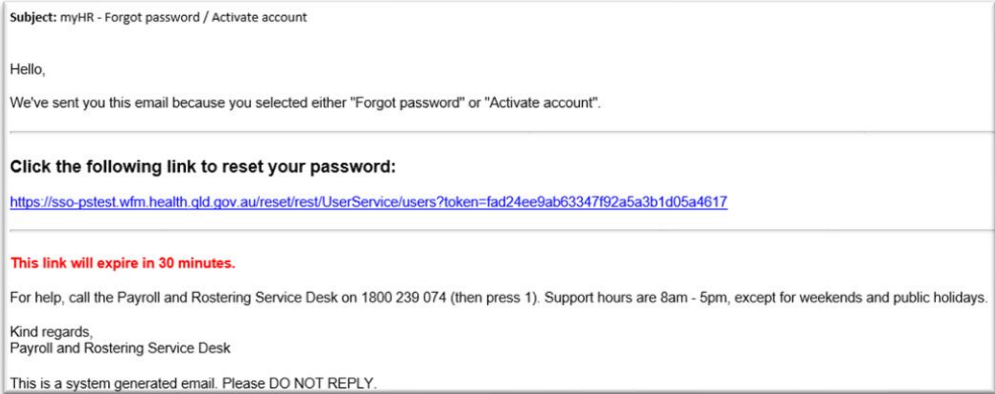
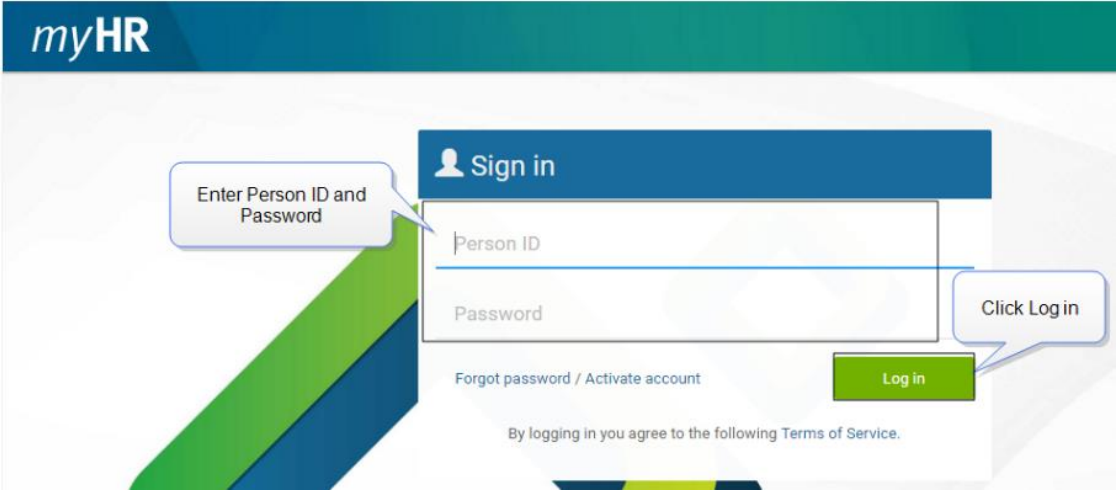


Activate your myHR account

Personal device

Step	Activity
1	Open an internet browser and navigate to https://myhr.health.qld.gov.au/sso
2	<p>Click on the Activate account link</p>  <p>The screenshot shows a 'Sign in' header with a person icon. Below it are input fields for 'Person ID' and 'Password'. At the bottom, there are links for 'Forgot password' and 'Activate account' (highlighted with a red box), and a green 'Log in' button. A note at the bottom states: 'By logging in you agree to the following Terms of Service.'</p>
3	<p>Enter your Person ID (6-digit payroll number) and click Send Email or Send SMS</p>  <p>The screenshot shows a 'Forgot password / Activate account' header with a person icon. Below it is an input field labeled 'Enter your Person ID'. At the bottom, there are links for 'Return to login page', 'Send Email', and 'Send SMS' (both highlighted).</p> <p>You will receive a message stating a confirmation email or SMS has been sent to you.</p>
4a	<p><u>If you chose to use an Email</u></p> <p>Open Microsoft Outlook, and access the myHR Activation email. Follow instructions provided.</p>  <p>The screenshot shows an email with the following content: Subject: myHR - Forgot password / Activate account Hello, We've sent you this email because you selected either "Forgot password" or "Activate account". Click the following link to reset your password: https://sso-pstest.wfm.health.qld.gov.au/reset/rest/UserService/users?token=fad24ee9ab63347f92a5a3b1d05a4617 This link will expire in 30 minutes. For help, call the Payroll and Rostering Service Desk on 1800 239 074 (then press 1). Support hours are 8am - 5pm, except for weekends and public holidays. Kind regards, Payroll and Rostering Service Desk This is a system generated email. Please DO NOT REPLY.</p> <p>You will then be prompted to create a password for your myHR account.</p>

Step	Activity
4b	<p><u>If you chose to use SMS</u></p> <p>Open the text message to find your verification code.</p> <p>Enter the SMS code and select your myHR password.</p>
5	<p>You will then be taken back to the myHR login screen.</p> <p>Use your Payroll ID and new password to log in to myHR.</p> 
6	<p>On the verification page, enter the One Time Password (OTP) code:</p> <ul style="list-style-type: none"> • A One Time Password (OTP) code will be sent to your registered email address and mobile number • Enter the OTP • Click Submit OTP

Having troubles?

Call Metro North *myHR* Support Team
3506 2622 – option 1