

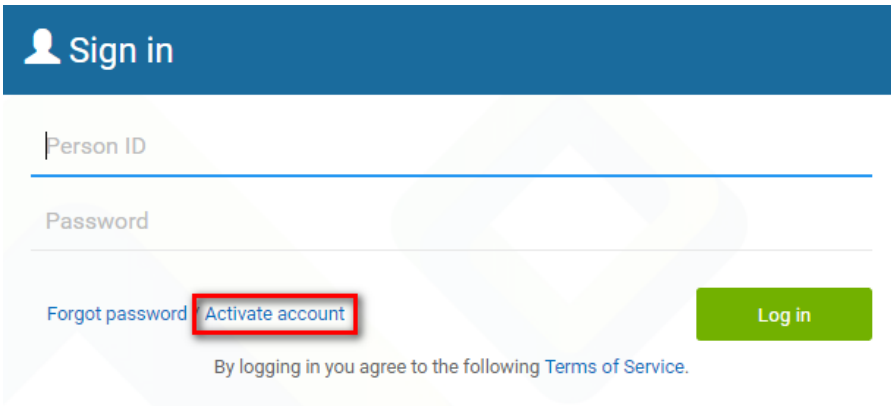
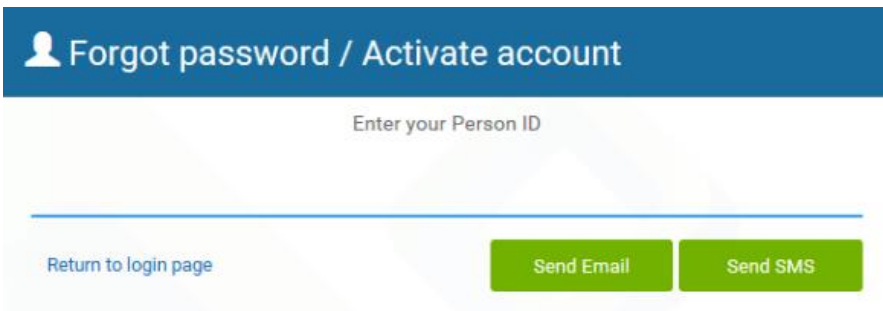
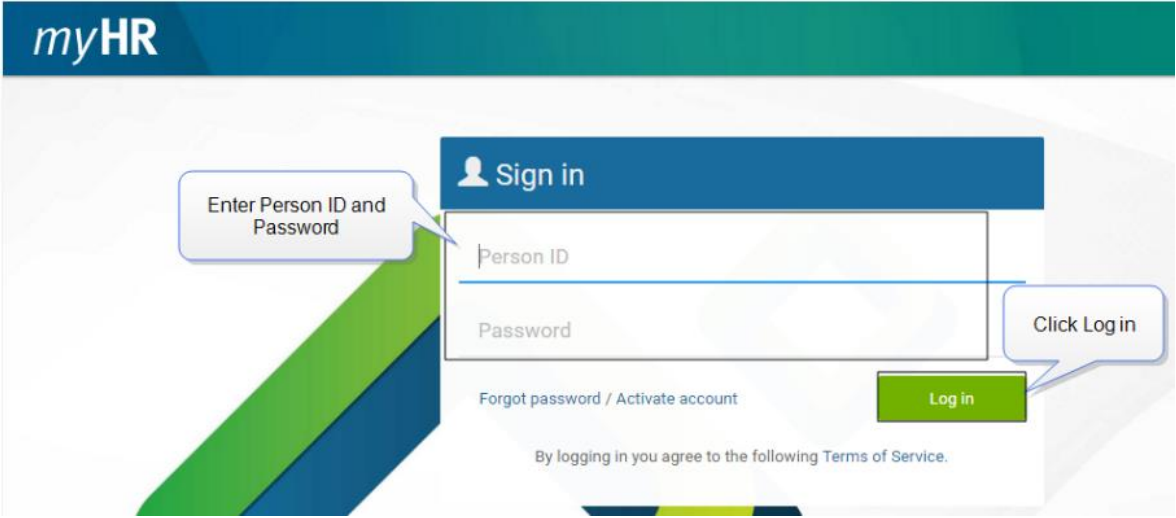


Activate your myHR account

Accessed via Queensland Health network

Step	Activity
1	Log on to a Queensland Health computer
2	<p>Double click on the myHR icon on the computer desktop</p>  <p>This will open up the myHR launchpad – an intranet site which allows you access to myHR.</p>
3	<p>From the launchpad, select the myHR icon</p>  <p>This will take you to the myHR logon page.</p>
4	<p>Click on the Activate account link</p> 
5	<p>Enter your Person ID (6-digit payroll number) and click Send Email or Send SMS</p>  <p>You will receive a message stating a confirmation email or SMS has been sent to you.</p>

Step	Activity
6a	<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> <div data-bbox="284 367 1449 824" style="border: 1px solid #ccc; padding: 10px;"> <p>Subject: myHR - Forgot password / Activate account</p> <p>Hello,</p> <p>We've sent you this email because you selected either "Forgot password" or "Activate account".</p> <hr/> <p>Click the following link to reset your password:</p> <p>https://sso-pstest.wfm.health.qld.gov.au/reset/rest/UserService/users?token=fad24ee9ab63347f92a5a3b1d05a4617</p> <hr/> <p>This link will expire in 30 minutes.</p> <p>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.</p> <p>Kind regards, Payroll and Rostering Service Desk</p> <p>This is a system generated email. Please DO NOT REPLY.</p> </div> <p>You will then be prompted to create a password for your myHR account.</p>
6b	<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>
7	<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> <div data-bbox="268 1211 1449 1727" style="border: 1px solid #ccc; padding: 10px;">  </div>

Having troubles?

Call Metro North *myHR* Support Team

3506 2622 – option 1