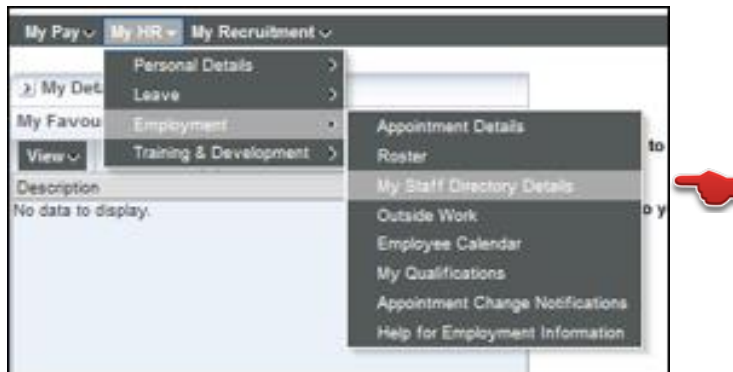


To enter your personal mobile for the NUaccess Reset Forgotten Password Utility follow the steps below.

**IMPORTANT NOTE:** It can take up to 3 hours before the mobile number can be used in conjunction with the forgotten password utility.

1. Log into HRonline.
2. Click on **My HR, Employment, My Staff Directory Details.**



The Employee Attributes screen will appear.

3. Click on the **IT- IT Communications** attribute.

Employee Attributes		
Attribute Type	Attribute Value	Comments
<a href="#">1. FOCUS - Area of Academic Focus</a>	00001 - Focus Area not applicable	Enter primary area of Academic Focus. One only. (comments not displayed on directory)
<a href="#">2. HR - Staff Contact Details</a>	1 - Work Phone Number	(02) 49123456
<a href="#">3. HR - Staff Contact Details</a>	2 - Work Fax Number	(02) 49211234
<a href="#">4. HR - Staff Contact Details</a>	3 - Work Mobile Number	Enter work mobile number only
<a href="#">5. HR - Staff Contact Details</a>	4 - Room Number	CT310
<a href="#">6. HR - Staff Contact Details</a>	5 - Emergency Contact SMS. Not for Staff Directory	0458123456
<a href="#">7. HR - Staff Contact Details</a>	6 - Building	CT Building
<a href="#">8. HR - Staff Contact Details</a>	7 - Team or Work Group	IT Services
<a href="#">9. HR - Staff Contact Details</a>	8 - Location	Callaghan
<a href="#">10. IT - IT Communications</a>	MOB - IT Alert Mobile Number	
<a href="#">11. LINKS - Web links</a>	PROF - Profile url	Copy and Paste profile URL here

4. In the **Comments** field enter your personal mobile to use with the Reset Forgotten Password utility. ***This must be a valid mobile number – numeric characters only, no spaces.***

### Employee Attributes

**Attribute Type:** IT - IT Communications

**Attribute Value:** MOB - IT Alert Mobile Number

**Comments:**

5. Click **Update** to save. Confirmation will be presented as below, if the save was successful.

**Employee Attributes**

**Success!** Row updated

**Attribute Type:** IT - IT Communications

**Attribute Value:** MOB - IT Alert Mobile Number

**Comments:**

6. You can confirm that the IT Alert Mobile Number has been updated correctly by checking the Employee Attributes via My HR, Employment, My Staff Directory Details.

Employee Attributes		
Attribute Type	Attribute Value	Comments
<a href="#">1. FOCUS - Area of Academic Focus</a>	00001 - Focus Area not applicable	Enter primary area of Academic Focus. One only. (comments not displayed on directory)
<a href="#">2. HR - Staff Contact Details</a>	1 - Work Phone Number	(02) 49123456
<a href="#">3. HR - Staff Contact Details</a>	2 - Work Fax Number	(02) 49211234
<a href="#">4. HR - Staff Contact Details</a>	3 - Work Mobile Number	Enter work mobile number only
<a href="#">5. HR - Staff Contact Details</a>	4 - Room Number	CT310
<a href="#">6. HR - Staff Contact Details</a>	5 - Emergency Contact SMS. Not for Staff Directory	0458123456
<a href="#">7. HR - Staff Contact Details</a>	6 - Building	CT Building
<a href="#">8. HR - Staff Contact Details</a>	7 - Team or Work Group	IT Services
<a href="#">9. HR - Staff Contact Details</a>	8 - Location	Callaghan
<a href="#">10. IT - IT Communications</a>	MOB - IT Alert Mobile Number	0458123458
<a href="#">11. LINKS - Web links</a>	PROF - Profile url	Copy and Paste profile URL here