

INSTRUCTIONS FOR ACCESSING WIUP ON THE WEB

University Information Management Systems (UIMS) Help Desk:
Administrative Services (Jan Carlson)

298-2104
298-1800

To access WIUP on the Web, follow the instructions below:

1. Initiate a web browser session.
2. In the address field, type <http://mvs.wiu.edu>

The screenshot displays the Western Illinois University UIMS website. At the top, there is a navigation bar with 'University Information Management Systems' on the left and 'WIUP | STARS | StuMVS' on the right. Below this is the Western Illinois University logo and the text 'UIMS Home'. A left-hand navigation menu includes links for 'Home', 'Mission & Organization', 'Department Services', 'Staff Directory', and 'Technical Systems'. The main content area is divided into several sections: 'Accessing MVS' with links to PDFs for first-time users, web access, campus access, off-campus access, and Mac users; 'Downloads' for Windows (GWS) and Mac (TN3270) access software; 'Student System Resources' including a list of STULAB printers; 'Documents and Forms' for labels, STARS batch-out processing, and UIMS courier delivery; and 'Help' for PDF opening issues. On the right side, there is a 'News' section with a 'Last Updated' timestamp, a 'System Availability' section listing hours for MVS/WIUP, StuMVS, and STARS, and a 'Help Desk' section with contact information and a 'Send Email' link. The footer contains contact details for Administrative Systems and Systems Programming, Operations and Scheduling, along with a copyright notice for 2006.

3. **Click** on WIUP in the upper right corner.

4. You should now see the Access Agreement page:

The screenshot shows a web page titled "Access Agreement" from Western Illinois University. The page has a yellow background with a black header containing the university's name and logo. Below the header, the text of the agreement is displayed in red. At the bottom of the agreement text, there is a box with the question "Do you agree to these terms?" and two buttons: "Yes, I agree" (with a green checkmark) and "No, I do NOT agree" (with a red X). The footer of the page includes the Western Illinois University logo, contact information for the UIMS Help desk, and a copyright notice for 2006.

WIUP on the Web

Western Illinois University

Access Agreement

This system is to be used only by authorized personnel, and all others will be prosecuted. Activities on this system are automatically logged and subject to review. All data on this system is the property of Western Illinois University, which reserves the right to intercept, record, read or disclose it at the sole discretion of authorized personnel. Specifically, system administrators may disclose any information on or about this system to law enforcement or other appropriate individuals. Users should not expect privacy from system review for any data, whether business or personal, even if encrypted or password-protected. WIU abides by the Family Educational Rights Act of 1974, and takes precautions to prevent the disclosure of confidential information. Use of this system constitutes consent to these terms.

Do you agree to these terms?

Yes, I agree

No, I do NOT agree

message.html

 If you have questions or comments, please contact the UIMS Help desk at (309)293-2104.

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5. Read the agreement.
6. If you agree to the terms, **click** the “Yes, I agree” button.

7. Next, the WIUP Production Sign-On page will appear.

WIUP Production Sign-On


Western Illinois University

WIUP Production Sign-On

Please enter your userid and password, then select the Signon button.

Userid Password

DFH\$WBSN

 WESTERN ILLINOIS UNIVERSITY

If you have questions or comments, please contact the UIMS Help desk at (309)298-2104.

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8. Enter you User-ID and Password.
9. **Click** the Sign-On button.
 - (a) If you don't have or know your User-ID or password, contact Jan Carlson at 298-1800.

10. You should now see the NEWS page.

WIUP System Help | SignOff

Western Illinois University

MENU

09/06/06 News 03:20:22PM

Display:

Enter

Enter a menu option's Display Code, or click on 'Menu' above.

University Information Management Systems	Paycheck deposit information is available on Tele-STARS at 298-5000. Select option #6 on the first menu, then enter your WIU ID and PIN.										
Registrars	Please visit our website at http://www.wiu.edu/Registrar										
Housing	NO HOUSING NEWS										
Payroll/Personnel	Questions about the TIME and CONF screens should be directed to the following: Bi-weekly employees: Vicky Woolam at 298-1867 Semi-monthly employees: Terry Fecht at 298-1867 Monthly employees: Kristi Terry at 298-1066										
Financial Aid											
Alumni Programs	<table border="0"> <tr> <td>UPCOMING EVENTS</td> <td>Sept 9 WIU vs. Wisconsin Pre-Game</td> </tr> <tr> <td>July 26 Quincy Gems Baseball & Picnic</td> <td>Sept 20 Evening w/Pres & Mayor</td> </tr> <tr> <td>Aug 4-6 Black Alumni Reunion Weekend</td> <td>Sept 23 WIU vs. N. Colorado Pre-Game</td> </tr> <tr> <td>Aug 10 Root Against the President</td> <td>Oct 13-14 Homecoming & 25/40/50 Reu</td> </tr> <tr> <td>Aug 30 Peoria Chiefs Baseball Pre-Game</td> <td>Oct 28 WIU vs. N. Iowa Pre-Game</td> </tr> </table>	UPCOMING EVENTS	Sept 9 WIU vs. Wisconsin Pre-Game	July 26 Quincy Gems Baseball & Picnic	Sept 20 Evening w/Pres & Mayor	Aug 4-6 Black Alumni Reunion Weekend	Sept 23 WIU vs. N. Colorado Pre-Game	Aug 10 Root Against the President	Oct 13-14 Homecoming & 25/40/50 Reu	Aug 30 Peoria Chiefs Baseball Pre-Game	Oct 28 WIU vs. N. Iowa Pre-Game
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Business Office											

TCW901L-NEWS

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11. **Click** on the ENTER button to continue reading the NEWS, or, **click** on MENU (located below the Western Illinois University header) to select an application.

Some of the applications you may select from the MENU include:

Human Resources/Payroll > Individual >

EMPI: Employee Inquiry

- This option allows you to view your personnel and payroll information, including:
 - **Personnel Information:** General information, such as your legal address, social security number, and WIU id number.
 - **Current Contractual Information:** This screen contains all of the information regarding your current position. In addition, it contains historical contractual information from the last five years.
 - **Payroll Information:** This takes you to a sub-menu, which contains payroll related information.
 - **Legal Address and Tax/FICA/SURS Status:** Your legal address and information completed for tax withholding is shown in addition to the FICA percent withheld, the percentage of SURS (State University Retirement System) withheld, and years of service under SURS as of stated date
 - **Check Distribution and Non-Cash Gross Adjustments:** The name of the bank and the bank account number to which your paycheck is being direct deposited.
 - **List of Current Deductions:** Authorized deductions from your paycheck (except taxes, FICA, SURS, and percentage deductions) and the dollar amount deducted from each pay period.
 - **Current Year-To-Date Balances:** WIU year-to-date earnings and taxes paid.
 - **Paycheck Information:** Your most current pay-stub, or depending upon how close you are to pay day, your next pay-stub. There is a second page, reached by using the F6 (more detail) key, which displays how your paycheck was calculated with regard to regular time worked, sick, and vacation time. Historical information is maintained which can be reached using F7 and F8 (forward and backward) keys.
 - **W2 Wage and Tax Information**
 - **Insurance Benefits:** Detailed information on the insurance you have selected.
 - **Tax Sheltered Annuity Information:** If you are contributing to an optional TSA, this provides additional information.
 - **Savings Bond Information:** If savings bonds are withheld from your pay, detailed information is shown.
 - **Sick and Vacation Benefit Information:** Information related to your sick and vacation time is located on this screen.
 - **Degree or Educational Level Information:** For faculty and administrators, degree(s) and the year(s) they were received can be seen.

TIME: Time Reporting

- This option takes you to two sub-menus that contain your personnel and payroll information.

CONF: Time Confirmation

Universal Access >

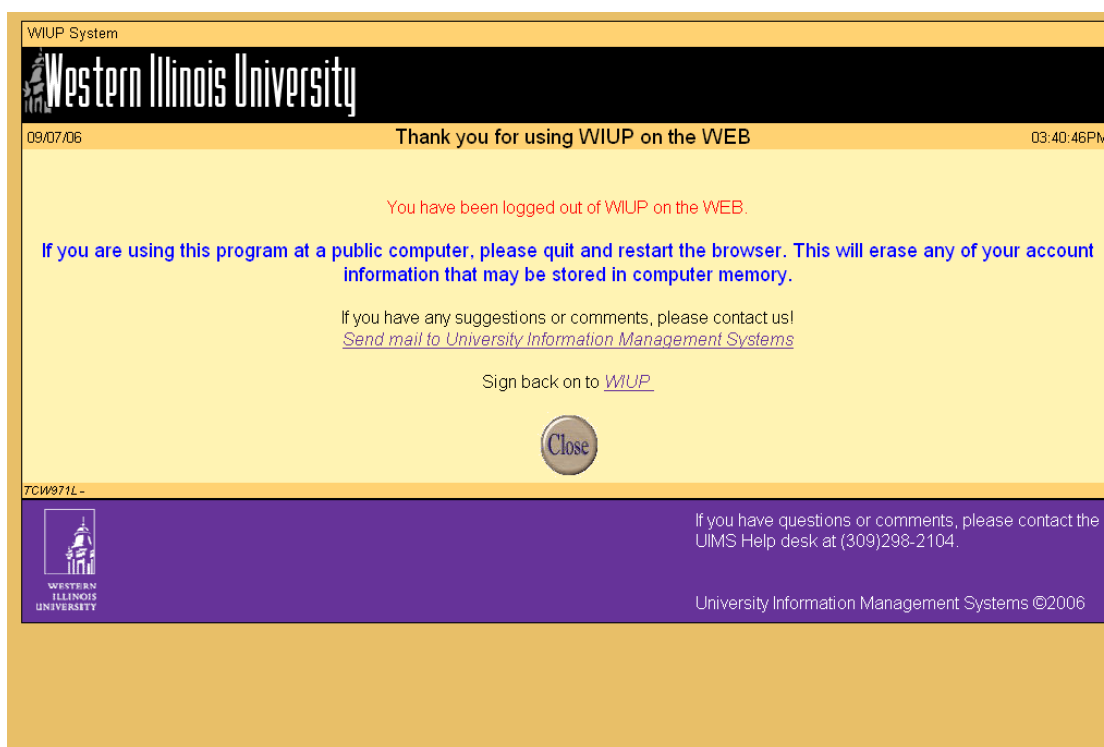
Academic Calender Display

EMID: Employee Directory

Personal ID Update

Print Option Selection

12. To Sign Off of WIUP on the Web, **click** Sign Off in the upper right corner of any WIUP on the Web application.
13. The following screen will appear:



14. **Click** the Close button to close the window.

Note:

Passwords must be changed every 90 days. You will receive a warning message and this allows you to change your password prior to the 90-day limit. If the 90 days is exceeded, you will need to call the HELP Desk at 298-2104 to have your password reset.

If you do not login to this system at least once every 45 days, your password will be inactivated. If this occurs, call the HELP Desk at 298-2104 to have your password reset.