

Campus Wide Login (CWL) Instructions & Paystub Viewing Instructions

What's in this manual

This manual provides an overview of how to get a Campus Wide Login (CWL), and how to use your CWL account to access your pay statement online. It includes to following:

- 1. Who do you contact for more information
- 2. Preparation for Campus Wide Login (CWL) Setup
- 3. How to get a Campus Wide Login
- 4. How to access Employee Self Service
- 5. View Paycheque

Who do you contact for more information?

For questions regarding CWL, please contact **Shirley Tang** in TRIUMF Human Resources at local 7360.

Preparation for Campus Wide Login (CWL) Setup

You will need the following information to sign up for CWL:

- Birthdate (yyyy/mm/dd)
- UBC Payroll Employee ID and PIN will be send to you via e-mail from TRIUMF Human Resources
- Social Insurance Number (SIN)

This information is known and stored in the UBC Payroll system. You will need to enter it to prove your identity.

Choose a Login Name and Password:

Pick words that you will remember.

Your Login name can be anything you want, but:

- The first two characters must be letters
- It must be lower case
- Be between 2 and 8 characters.

Your password must:

- be at least 8 characters long, but can be longer
- have at least one number
- have no spaces or periods, but can have symbols

Examples:

- johnny1 only 7 characters, so it is too short
- frankenstein needs a number
- donatello5 perfect
- \$uperman39 perfect

Three Questions

If you forget your password, you will be asked three questions that only you will know the answers to.

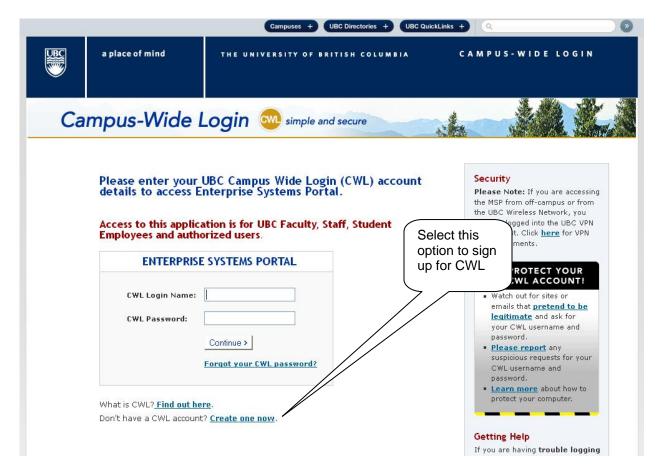
How to Get a Campus Wide Login (CWL)

Campus Wide Login is a single name and password that allows you to get into many UBC services.

 To get your Campus Wide Login – enter this address into your web browser:

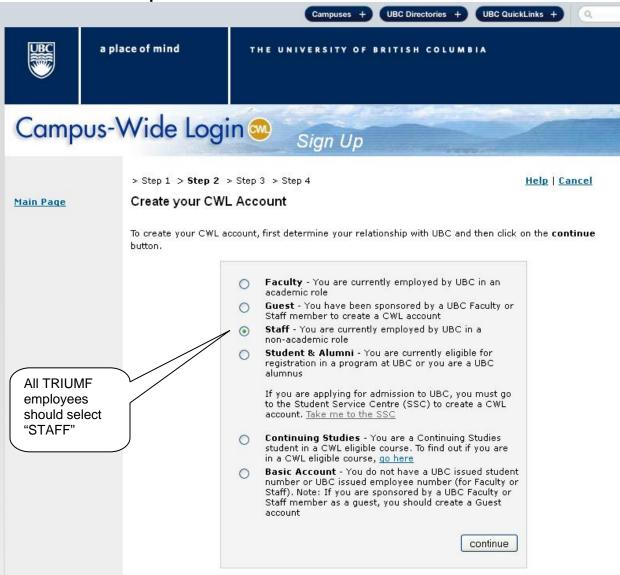
https://www.msp.ubc.ca/

2. It will take you to a screen that looks like this:



3. Follow the online instructions as prompted.

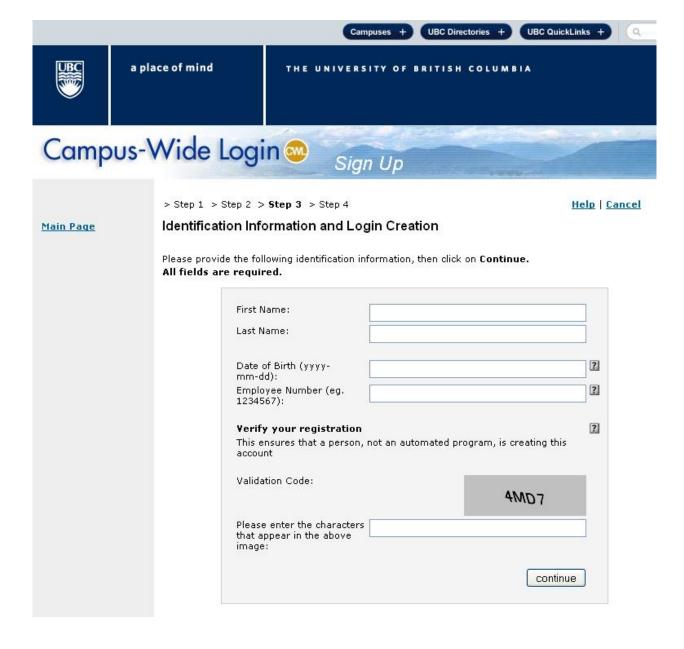
4. When you get to this page, select "Staff" – All TRIUMF employees need to choose this option.



CWL Instructions

5. The next page will ask you to fill in a number of fields – including your Social Insurance Number and your Employee ID. This is also where you will be required to create your user name and password and answer your three questions in case you forget your password.

If you have entered any information incorrectly, or have missed anything, when you click "continue", you will get an error and be asked to fill in the missing or incorrect fields.

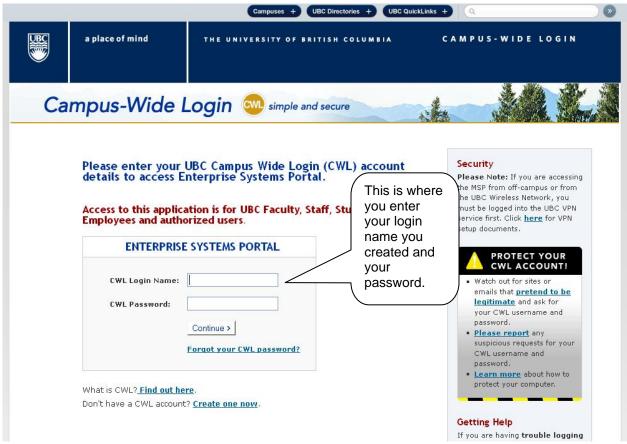


How to Access Employee Self Service

You can access Employee Self Service by entering this address into the web browser:

www.msp.ubc.ca

1. You should see this page:



2. Next you should see the screen below:



View Paycheque

When you click "View Pay Cheque", your *most recent* paycheque is displayed:

