

Employee Portal

You can find a link to the Employee Portal by navigating to the **Faculty/Staff Portal**.

This screenshot shows the top navigation bar of the CSU Pueblo website. The 'Faculty and Staff' link is circled in red. Below the navigation bar, the 'Faculty and Staff' section is visible, featuring a dark grey bar with icons for Email, PAWS, Blackboard, and Kualifinancial. A second dark grey bar contains icons for Password Help, TWOLFnet, Employee Portal, and PackLink. Below this is an 'ANNOUNCEMENTS' section with four colored tiles: Password Help (red), Semester Notes (orange), PAWS (purple), and TWOLFnet (blue). Each tile has an icon and a plus sign.

Click on the **Employee Portal** Icon on the Faculty/Staff page.

This screenshot shows the same CSU Pueblo website interface as the first image, but with the 'Employee Portal' icon in the dark grey navigation bar circled in red. The 'Faculty and Staff' link in the top navigation bar is no longer circled. The rest of the page layout, including the 'ANNOUNCEMENTS' section, remains the same.

Enter the six digits of your PID and Password.
Your initial Password will be the last **6 digits** of your social security number.



Employee On-line Services

Employee Authentication

Employee ID:

Password:

[Log In](#)

[Change Password](#)

[Forgot Password](#)

Can't log in? Forgot your Password? Enter your employee Personal ID (PID) and click **Forgot Password** button above.



Enter your employee Personal ID & Password, **DO NOT ENTER** your network eAccount account information.
To insure privacy and security, upon completion, do the following:

1. Select **Log Out**
2. Close your Internet browser.

For best performance and viewing, use Internet Explorer 6.0, or newer release.

[Help](#)

You will be prompted to change your password if this is your first time logging-in. In the future, this information will be used to help you reset your access if necessary. Please use responses that you will remember!

Change Password

▶ **New Password:** *Must be between 6 and 16 characters*

▶ **Confirm New Password:** *(more details below)*

If you forget your Password, you can request login help (a link which is provided on the login page). When you request your Password within the login help, you will be asked to choose a question.

▶ Select one question that will be asked and provide the answer.

- Your mother's maiden name.* *Your favorite movie.* *Your birth city.*
 Your favorite food. *Your favorite holiday/anniversary.* *Your favorite sport.*

▶ **Answer:**

[Update](#) [Cancel](#)

Enter your new **six to sixteen** character Password, then reenter your new Password to confirm it. Select the Update button to change your Password. [Help](#)

Password Rules:

- Minimum length of 6
- Maximum is 16 characters
- Case sensitive
- Must have 3 of the 4 below:
 - Uppercase alpha characters (A-Z)
 - Lowercase alpha characters (a-z)
 - Digits (0-9)
 - Special characters `~!# \$ % ^ & * () _ + - = { } | [] ; ' < > ? ,

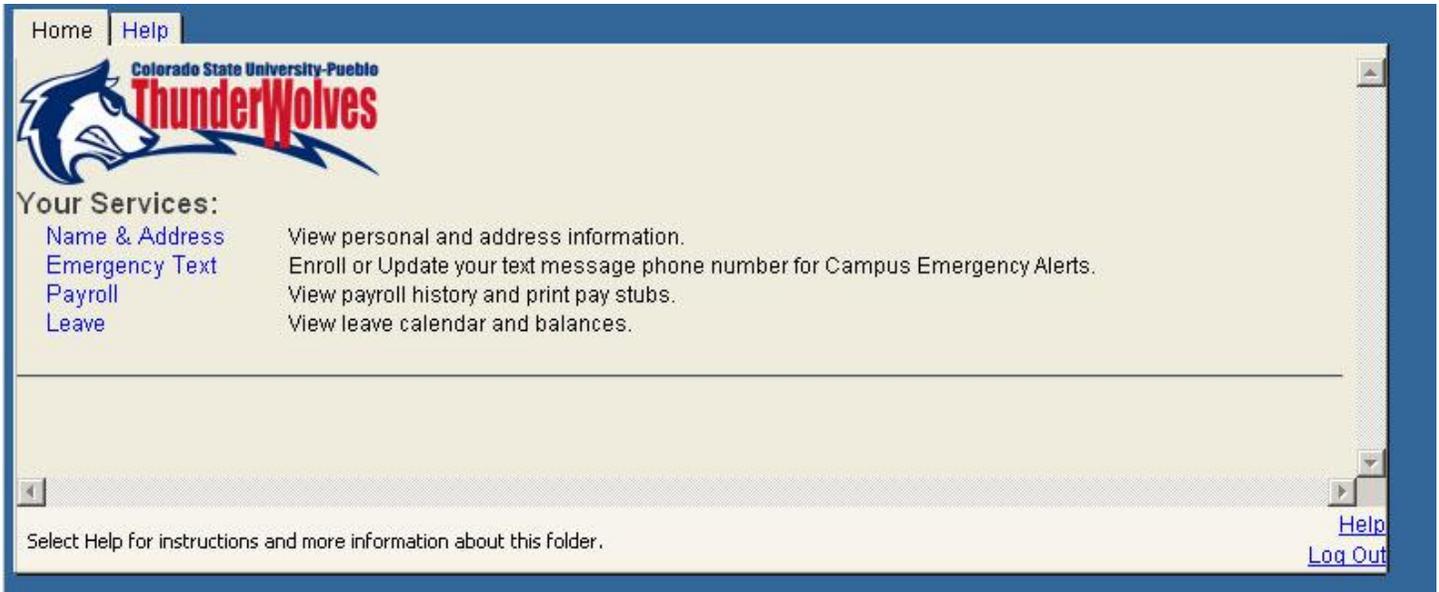
Password Restrictions (the following cannot be used):

- Can't be same as Employee ID
- Spaces
- Period
- Non-English Characters

For your privacy, **DO NOT SHARE your Password** with anyone.

In the event you cannot recall your Password, please use the **Can't log in? Forgot your Password? Enter your employee Personal ID and click here for help.** or contact the Help Desk.

Once you change your password you will be redirected to **Your Services** page.



Home | **Help**

Colorado State University-Pueblo
ThunderWolves

Your Services:

- [Name & Address](#) View personal and address information.
- [Emergency Text](#) Enroll or Update your text message phone number for Campus Emergency Alerts.
- [Payroll](#) View payroll history and print pay stubs.
- [Leave](#) View leave calendar and balances.

Select Help for instructions and more information about this folder.

[Help](#)
[Log Out](#)

If you need additional information about a specific service you could click on the **Help** link or Tab on that page.



Home | Leave | **Help**

Leave Summary As of Today

| | Earn per Month | Max Allowed | Balance * |
|--------|-----------------------|--------------------|------------------|
| ANNUAL | | | |
| SICK | | | |

*Balance includes the following leave requests:

| Leave entered since Mar 31, 2011 | | |
|---|--------|------|
| 04/05/11 | ANNUAL | 4.00 |

[View](#) Leave/Absence Request Calendar thru 3/31/11

To **View** or **Print** Leave Calendar, [Adobe® Acrobat Reader](#) software is required.

Select Help for instructions and more information about this folder.
Other PAWS Services: [Name & Address](#), [Emergency Text](#), [Payroll](#)

[Help](#)
[Log Out](#)