

Web Kiosk Quick Start Guide

Starting Out – Team Leader

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CSU Web Kiosk

Overview

Web Kiosk is a Web Self Service platform that gives access to CSU employees to record and view information about themselves and for managers, it provides information about their teams.

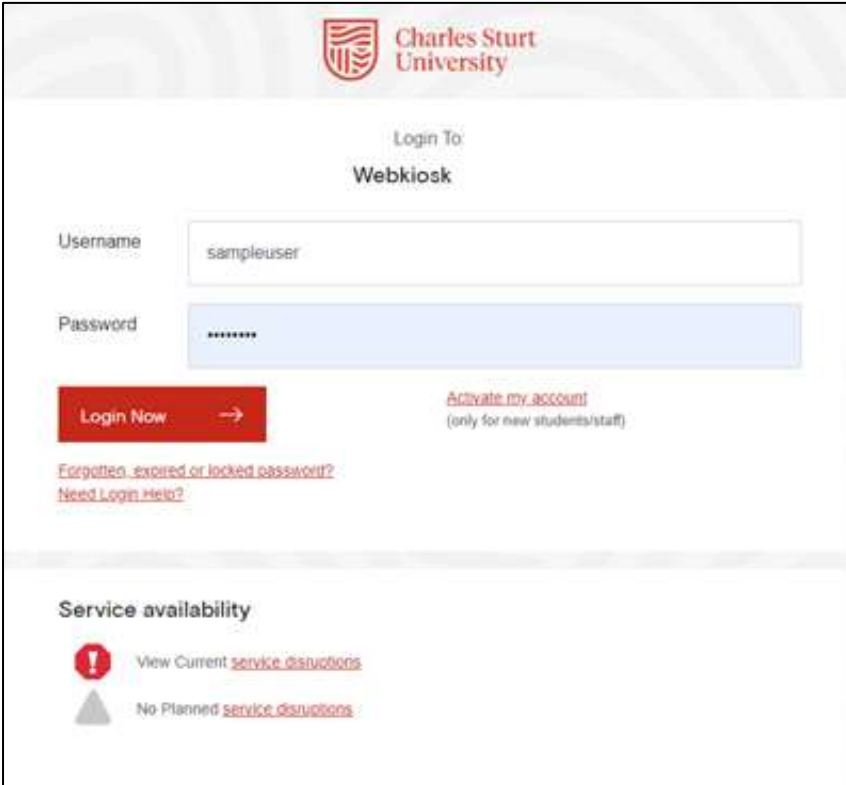
Web Kiosk has 3 key focus areas:

1. Individual information - for the flexible provision of information and access to an individual's pay, employment and personal information e.g. payslips, leave balances, entering leave applications and timesheets.
2. Team Management - enables a team leader access to a list of personnel for whom they have responsibility. Managers and team leaders can enquire on employment information; leave balances/bookings etc. for their team.
3. Approvals - Provides an authorisation stage for information before it is applied to the Ascender Pay database, e.g. A team leader can approve an individual's leave application electronically, prior to payment being made via Ascender Pay.

Logging into Web Kiosk

Web Address: <https://webkiosk.csu.edu.au>

You will need your normal CSU username and password to login.



The screenshot shows the Charles Sturt University Web Kiosk login interface. At the top, the university logo and name are displayed. Below this, the text "Login To: Webkiosk" is centered. The login form consists of two input fields: "Username" with the text "sampleuser" and "Password" with masked characters "*****". A red "Login Now" button with a right-pointing arrow is positioned below the username field. To the right of the password field, there is a link "Activate my account" with the subtext "(only for new students/staff)". Below the login fields, there are two links: "Forgotten, expired or locked password?" and "Need Login Help?". At the bottom of the page, there is a "Service availability" section with a red exclamation mark icon and a grey triangle icon, each followed by a link to "service disruptions".

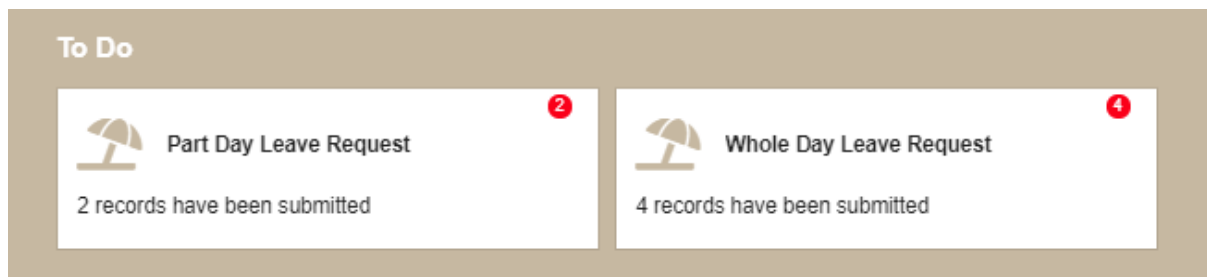
You will also need to authenticate using Multi Factor Authentication (MFA) with Duo Security to log in. If you have not used MFA in the past, you will need to [enrol and activate MFA](#).

Navigating within Web Kiosk

The screenshot displays the Charles Sturt University Web Kiosk interface. At the top left is the university logo and name. Below it, a user profile section shows 'Your Name' as 'Surname, Firstname' and 'Job' as 'Team Leader, HR Service Centre (635658-05)'. A search bar contains 'Employee or Action'. A 'Building Team list' button is visible. A 'Main Menu' on the left lists: Home, My HR, My Leave, My Team, My Approvals, My Pay, My Administration, and My Reporting. The main content area is divided into three sections: 'To Do', 'Favourites', and 'Recently Visited Pages'. The 'To Do' section has two tiles: 'Part Day Leave Request' (2 records) and 'Whole Day Leave Request' (4 records). The 'Favourites' section has four tiles: 'Current Payslip', 'Leave Requests', 'My Requests', and 'Payslip History'. The 'Recently Visited Pages' section has three tiles: 'Bank Accounts', 'Team Leave Balances', and 'Team Sessional Contract Balances'. Callout boxes provide instructions: 'Change your active job' points to the job dropdown; 'Search for programs and navigate directly to them' points to the search bar; 'Just like the previous version, your TeamList builds when you log in' points to the 'Building Team list' button; 'Select a tile in the 'To Do' area to go directly to approvals for those requests' points to the leave request tiles; 'Select a tile to go directly to that program. You can create your own Favourites by selecting the star in the top right hand corner of a tile.' points to the star icon on the 'Payslip History' tile; and 'As you access programs within Web Kiosk your recently visited pages list is updated with the last 5 programs that were visited.' points to the 'Recently Visited Pages' section.

To Do

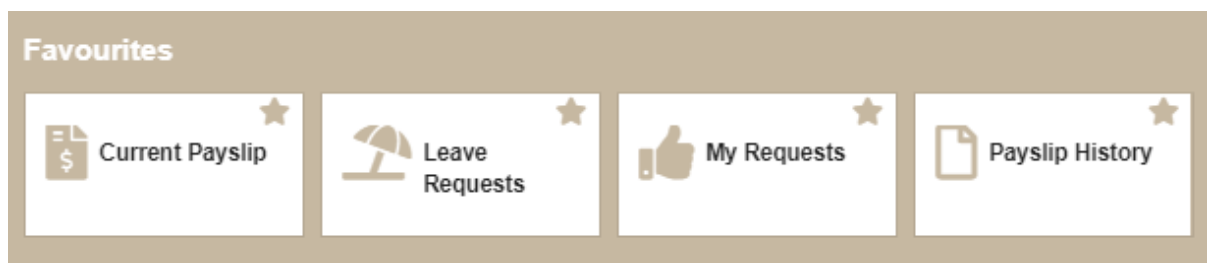
Displays action items based on the transaction type with a count of the number of items waiting. This will mainly be for approvals. Click the tile to open the page and action the items.



Favourites

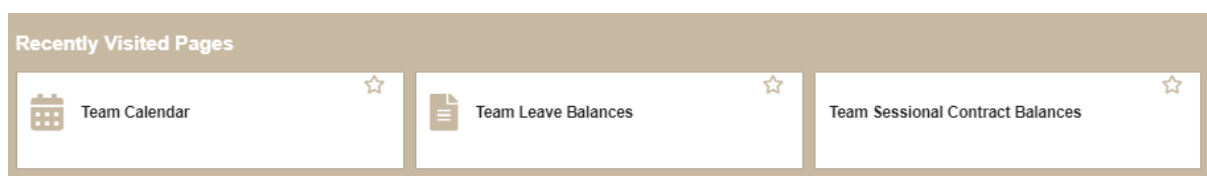
Listed in alphabetic order, there is no limit on the number of items that can be added to Favourites. Click the Favourite tile to open the program directly.

- Click on the star to add or remove items from Favourites.
- A solid blue star indicates the item is added to Favourites
- The outlined star indicates the item is not added to Favourites.



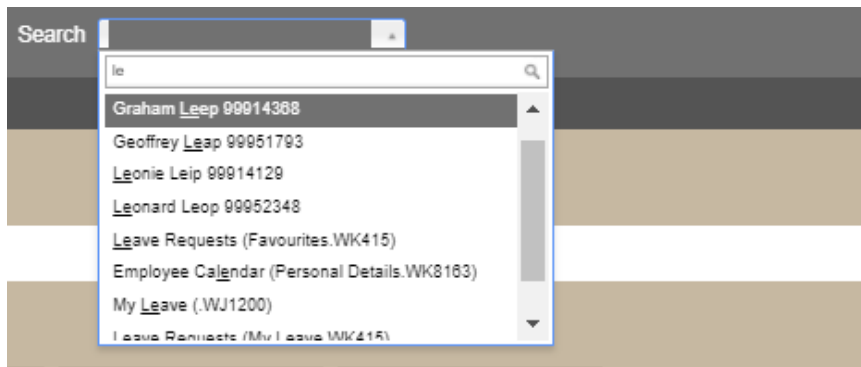
Recently Visited Pages

As you access programs within the Web Kiosk your recently visited pages list is updated with the last five (5) programs that were visited. The most recently visited page appears first on the list.



Search

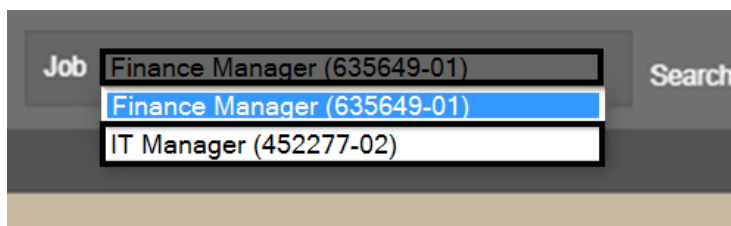
Search for an action or employee from the global search box in the top frame. Type in your search value and a list of matching programs and/or employees will display



For programs, the name, menu and program number will be suggested. Select the program to open it directly. If the program is attached to the Main Menu, then no menu will be shown, just the program name and number.

For employees, the first name, surname and employee number will be suggested. Select the employee to open the Employee Org Details for them.

For users with multiple active jobs, select the relevant job from the list in the top menu. The context of pages will change to that of the selected job. Some pages include multiple job selection, eg General Timesheets.



Logging Out of Web Kiosk

To exit the Kiosk use the 'Logout' option which is located at the top left hand side of the navigation screen on the menu under your name.

