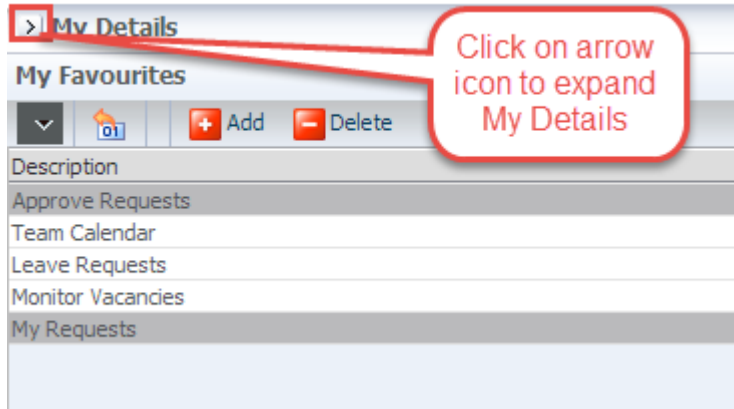


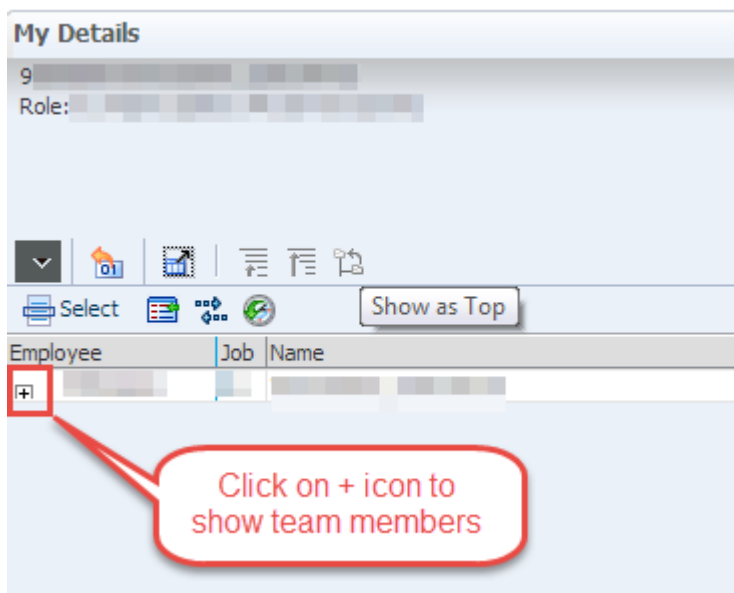
Supervisor Accessing Employee Information in Web Kiosk

Division of Human Resources How To Guide

Once logged in to Web Kiosk, click on the arrow to expand My Details in the left hand pane in the Web Kiosk.



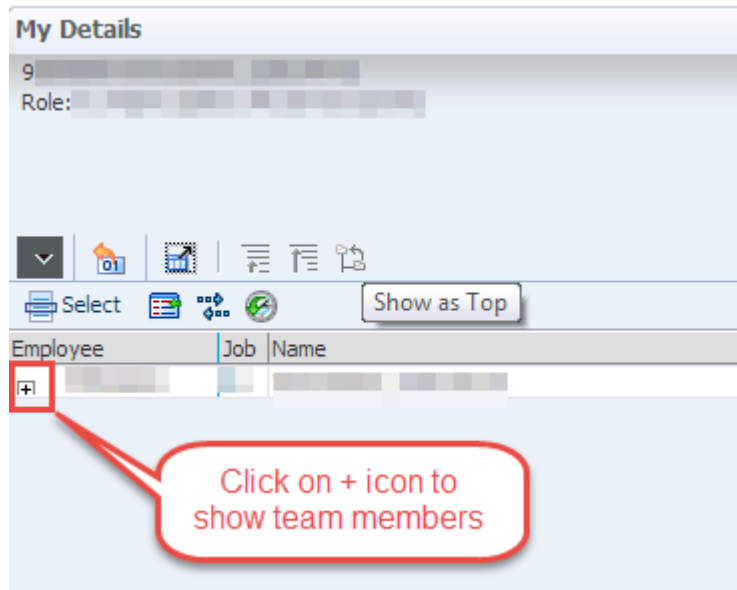
The side pane will open up the My Details area and you will see your own name under Employee - Job - Name



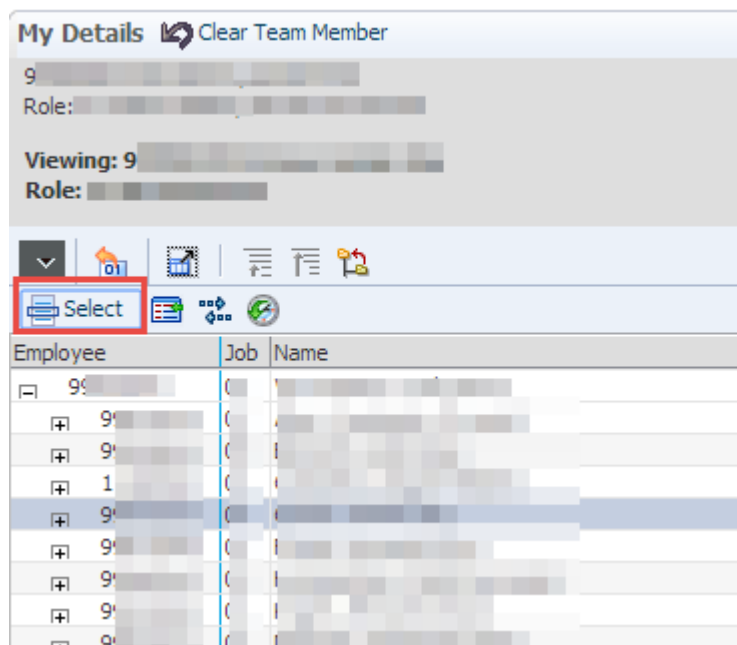
Supervisor Accessing Employee Information in Web Kiosk

Division of Human Resources How To Guide

Click on the + icon beside your name and any current team members will be displayed



Highlighting a team member and clicking on the Select Icon will allow you to view information as though you were the team member. You will see a second set of information starting with **Viewing:** which will highlight that you are looking at a team member's details



Clicking Clear Team Member (next to My Details) will return you to viewing your own details.

For additional user guides for the Web Kiosk, please visit our webpage
<http://www.csu.edu.au/division/hr/web-kiosk>