



How to set up a myBama account or reset password

1. Go to <http://mybama.ua.edu>.
2. Click "Create your password" or "Reset your password" link in the center gray box.
3. Follow the instructions to finish setting up your account and password.
4. When prompted for "PIN or Passkey," enter your Birthdate (MMDDYY). If you've been through this password reset process before, you will be prompted to answer your security question instead.
5. After you have finished the process and set a password, return to <http://mybama.ua.edu> and sign in with your username and new password.



New Users will need to set-up DUO before you can access myBama. Click on the Setup DUO link on the myBama home page and follow the instructions.

How to use the Employee Dashboard

1. Go to <http://mybama.ua.edu>.
2. Click on the Employee tab.
3. Click on the Employee Dashboard.
4. Select one of the options below and continue to Step 5.

Option 1 **Personal Information**

5. Click on "My Profile" next to your picture.
6. Click on the pencil icon, in the right-hand corner, to view/update the following personal Information:
 - Personal Details
 - Email
 - Phone Number
 - Address
 - Emergency Contact
7. Click on "Edit", in the right-hand corner, to update:
 - Marital Status
 - Preferred First Name
 - Personal Pronouns
8. Select "Add New," in the right-hand corner, to update:
 - Email
 - Phone Number
 - Address
 - Emergency Contact

Option 2 **Direct Deposit**

5. Click on "Pay Information."
6. Click on "Direct Deposit Information."
7. Enter the last four digits of your social security number in the "password" box and click "Login."
8. Enter banking account information and click "Submit."

Option 3 **Pay Stubs**

5. Click on "Pay Information."
6. Click on "All Pay Stubs."
7. Select the year from the drop-down box.
8. Click on the "Pay Date" to view.
9. If you wish to print the document, click on the Printer Friendly button.

Option 4
W-2

5. Click on "Taxes."
6. Click on "W2 Wage and Tax Statement."
7. Select the Tax Year from the drop-down box.
8. Click on Display.
9. If you wish to print the document, click on the "Printable W-2" button at the bottom of the screen.

Option 5
W-4

5. Click on "Taxes."
6. Click on "W-4 Employee's Withholding Allowance Certificate."
7. If you wish to print your current W-4, select "Print W4."
8. If you wish to update your tax information, click on "Click here to UPDATE your Tax Information."
9. Enter information in required fields.
10. Click "Submit."

Option 6
A-4

5. Click on "Taxes."
6. Click on "A4 State Tax Exemptions or Allowances."
7. If you wish to print your current A-4, click "Print A4."
8. If you wish to update your A-4, click on "Click here to UPDATE your Tax Information."
9. Enter information in required fields.
10. Click "Submit."

Option 7
Disability Information

5. Go to the "My Activities" box on the right-hand side of the screen.
6. Click on "Employee Menu."
7. Click on "Disability Information."
8. Click on "Disability Self-Identification Form."
9. Enter the required information.
10. Click "Submit."

Option 8
Veterans Information

5. Go to the "My Activities" box on the right-hand side of the screen.
6. Click on "Employee Menu."
7. Click on "Veterans Information."
8. Click on "Veteran Self-Identification Form."
9. Enter the appropriate information.
10. Click "Submit."

Option 9
Employee Acknowledgement Form

5. Go to the "My Activities" box on the right-hand side of the screen.
6. Click on "Employee Acknowledgement Form."
7. Read the screen carefully.
8. Enter the required information.
9. Click "Submit."

Option 11
Intellectual Property Agreement (IPA)

5. Go to the "My Activities" box on the right-hand side of the screen.
6. Click on "Intellectual Property Agreement."
7. Read the screen carefully.
8. Enter the required information.
9. Click "Submit."

Questions?

Contact the HR Service Center at (205) 348-7732 or hrrsvctr@ua.edu.