



myBama and Employee Dashboard Instructions

How to set up myBama

1. Go to <http://mybama.ua.edu>.
2. Click “New myBama users- create password.”
3. Enter your last name and your CWID.
4. Agree to The University of Alabama’s terms of use.
5. Choose either your phone number or email account for the system to email you a confirmation code. *NOTE: Please ignore the other options for confirmation.*
6. After confirming your identity, enter and confirm your new password.
7. Once your password has changed, wait a few moments for the password to sync, then log into your account with your new password.

How to set up Duo

1. Go to <http://mybama.ua.edu>.
2. Click on “Set up Duo.”
3. Select your device type and click “Continue.”
4. If you select mobile device, which is recommended, insert your phone number and check that it is the correct number and click “Continue.”
5. Select the type of mobile device.
6. Visit the app store on your mobile device. Search for and download the Duo Mobile app.
7. Once you’ve installed the app on your smartphone, open the app and activate it by following on the screen prompts. Click “Add Account.” Hold up your phone to your computer screen to scan the QR code. If you are not at a computer, you can click the link to have the activation link emailed to you.
8. You’ll receive a success message. Ensure that the “When I log in” field is set to “Ask me to choose an authentication method.” Then click “Continue” to login.



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.
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.
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.
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.
Click "Submit."

Questions?

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