



## 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 Banner Self Service

1. Go to <http://mybama.ua.edu>.
2. Click on the Employee tab. Banner Self Service is found on the top, left-hand corner of the page.
3. Select one of the options below and continue to Step 4.

### **Option 1** **Personal Information**

4. In the Update My Directory Contact Information section, click the tab to update your contact information. In this section, you can update the following:
  - Public Directory
  - UA Alerts/Personal Contact Information
  - Emergency Contact

### **Option 2** **Direct Deposit**

4. Click on the Employee Services folder.
5. Click on the Pay Information folder.
6. Click Direct Deposit.
7. Enter the last 4 digits of your social security number and click Login.
8. Enter banking account information and click Submit.

### **Option 3** **Pay Stubs**

4. Click on the Employee Services folder.
5. Click on the Pay Information folder.
6. Click on Pay Stub.
7. Select the year from the drop-down box. Click on display.
8. Click on the Pay Stub Date to view.
9. If you wish to print the document, right click and select Print.

### **Option 4** **W-2**

4. Click on the Employee Services folder.
5. Click on the Tax Forms folder.
6. Click on W2 Wage and Tax Statement.
7. Select the year from the drop-down box. Click on display.
8. Click on the W2 you wish to view.
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**

4. Click on the Employee Services folder.
5. Click on the Tax Forms folder.
6. Click on W4 Tax Exemptions or Allowances.
7. Click on "Click here to UPDATE your Tax Information."
8. Enter information in required fields.
9. Click Submit.

### **Option 6** **A-4**

4. Click on the Employee Services folder.
5. Click on the Tax Forms folder.
6. Click on A4 State Tax Exemptions or Allowances.
7. Click on "Click here to UPDATE your Tax Information."
8. Enter information in required fields.
9. Click Submit.

**Option 7**  
**Action Card**

4. Click on the Employee Services folder.
5. Click on the Benefits and Deductions Forms folder.
6. Click on Action Card.
7. Click on Add a New Benefit or Deduction.
8. Click Select Benefit.
9. Enter the required information.
10. Click Submit Changes.

**Option 8**  
**Disability Information**

4. Click on Disability Folder.
5. Click on Disability Self-Identification Form.
6. Check the appropriate box.
7. Click Submit.

**Option 9**  
**Veterans Information**

4. Click on Veterans Information Folder.
5. Click on Veterans Self-Identification Form.
6. Enter the appropriate information.
7. Click Submit.

**Option 10**  
**Leave Balances**

4. Click on the Employee Services folder.
5. Click Leave Balances.
6. Your balances will be displayed.

**Option 11**  
**Employee Acknowledgement Form**

4. Click on the Employee Service Folder.
5. Click on Employee Acknowledgement For (EAF)
6. Read the screen carefully.
7. Enter the required information.
8. Click Submit.

**Option 12**  
**Intellectual Property Agreement (IPA)**

4. Click on the Employee Service Folder.
5. Click on Intellectual Property Agreement
6. Read the screen carefully.
7. Enter the required information.
8. Click Submit.

**Questions?**

Contact the **HR Service Center** at (205) 348-7732 or [hrrvctr@ua.edu](mailto:hrrvctr@ua.edu).