

Dear Colleague

In order to create a second user account which will enable you to use the myJob and myTeam functionality for both your current appointments please contact John Jordan in CiCS at J.Jordan@sheffield.ac.uk quoting your additional Personnel Number which can be found on the enclosed contract.

Each user account is attached to a different Personnel Number which is displayed in the Personal Details in myJob for that particular job/appointment. Each account also has a separate username and password and, essentially, identifies you as a separate user by the computer systems.

In MUSE

- You must log in separately to each account to access your myJob details and myTeam functionality attached to that job:
- You must log in to myJob to:
 - view the details for that job
 - request leave for that job
 - change your address details for that job
- Your payslip can only be viewed against the primary account – the one you were originally given

Bank details need only be updated against one job and will be automatically updated against the other

If you require any further details please contact myjobmyteam@sheffield.ac.uk

myCalendar and Email

Each user account will have a separate myCalendar and email.

- You have the option to have the second myCalendar deleted if you do not require it. If you wish to retain both it is suggested that you record the days you do work in that appointment against each calendar to avoid people booking meetings for you on the wrong days.
- You have the option to have the second email address you have been allocated re-directed to your current address so that you do not have to log in to a separate account to view all your emails.

If you require either of these changes please contact John Jordan at J.Jordan@sheffield.ac.uk specifying your requirements.

UCard and Library

Only one UCard will be issued and you will have a single record for access control and the library.

CIS Systems, uReports etc

If you intend to fully use each account for each job (this would be relevant where you have a different job in a different department) then you will also

have to request CIS systems access (CIES Student, uReports etc for each account/job). Please contact
Kate Butler at k.e.butler@sheffield.ac.uk

Finance Business

If you feel it may be beneficial to use different user accounts for certain myPurchase or uBASE financial transactions please contact Mick Saxton on extension 21515 to discuss the implications.