‘MY UW SYSTEM’ Portal for UW-L Employees

All UW-L employees now have access to **MY UW System**, a secure portal that delivers human resources, payroll and benefits information to your fingertips from any computer with internet access.

Follow these steps to access MY UW SYSTEM:

**STEP 1:** Access **MY UW System** from the UW-L Human Resources Homepage (http://www.uwlax.edu/hr/)
Or, from the quicklinks on the UW-La Crosse Homepage (www.uwlax.edu)

**Note:** To bookmark the portal on your computer, bookmark the web address http://my.wisconsin.edu or add a bookmark after you have logged in. Do not add a bookmark at the “select your institution” screen or the login screen.

**STEP 2:** Select ‘University of Wisconsin-La Crosse’ by clicking on the radio button and then click ‘Select’.

**STEP 3:** Enter your **NetID user name** and **password** in the dialogue box that appears and click the ‘Login’ button. Your NetID password is your strong password that has special requirements. You will be prompted to change your NetID password every 120 days.
While this portal will provide information for you, there will continue to be some UW-L information that you will receive from HR through your UW-L email account.

**Availability of My UW System Statements** Your latest Earnings Statement is available on My UW System at least three days before your pay date; payments are not available until the actual pay date. Statements are kept online for the current year, plus three additional years, so you have convenient access to payroll, leave and benefit statements.

*My UW System* is secured according to the best practices for web security. The largest potential threat to data security comes from users voluntarily sharing their ID and password with others. **You should always sign out and close your browser when you have completed your web session.** The *My UW System* website provides additional information about security.

Please feel free to contact Human Resources, 785-8013, with any questions.