

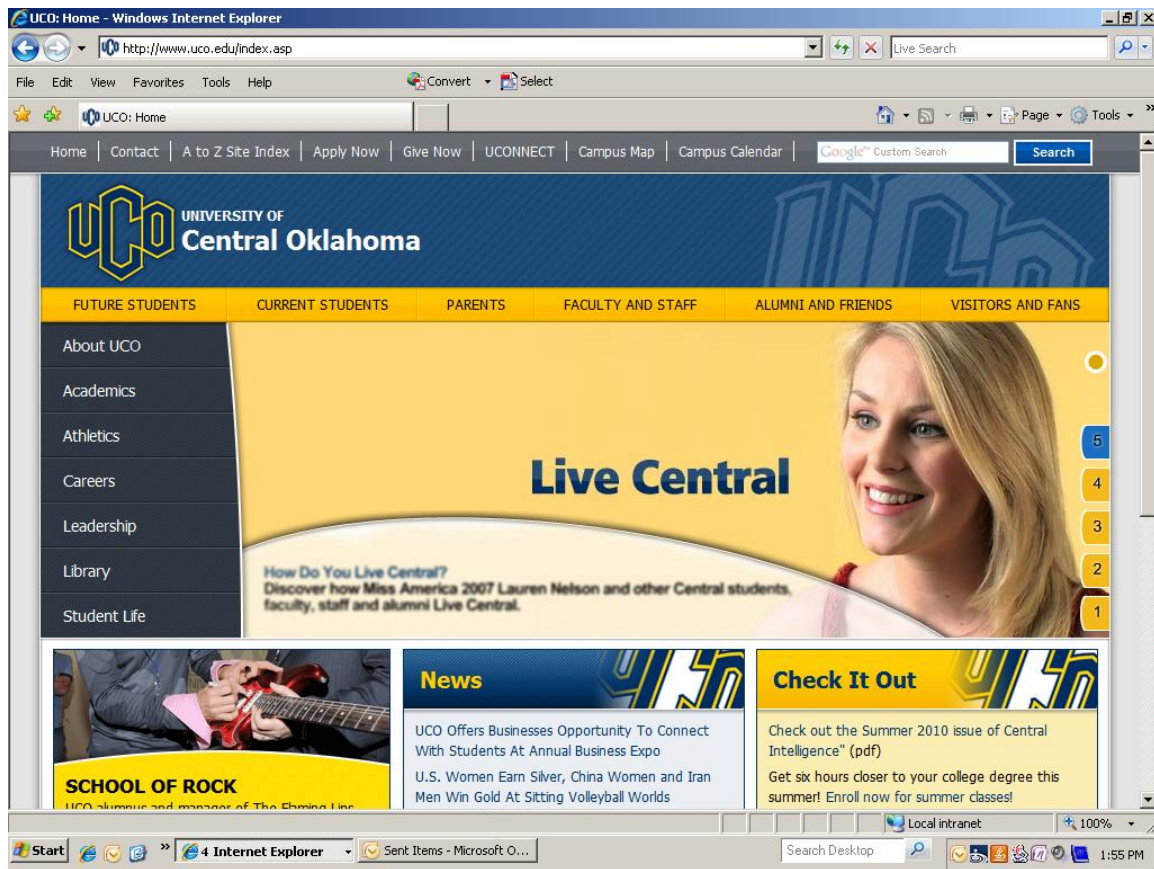


## Accessing Pay Stub

From internet explorer enter website for UCO.

<http://www.uco.edu>

You should see page shown below:



You can access UCONNECT by clicking on the word UCONNECT on the UCO Homepage.

Log in on UCONNECT with your user name and password. Your user name is a combination of your first initial, last name and/or numbers.

Log in page is shown below:

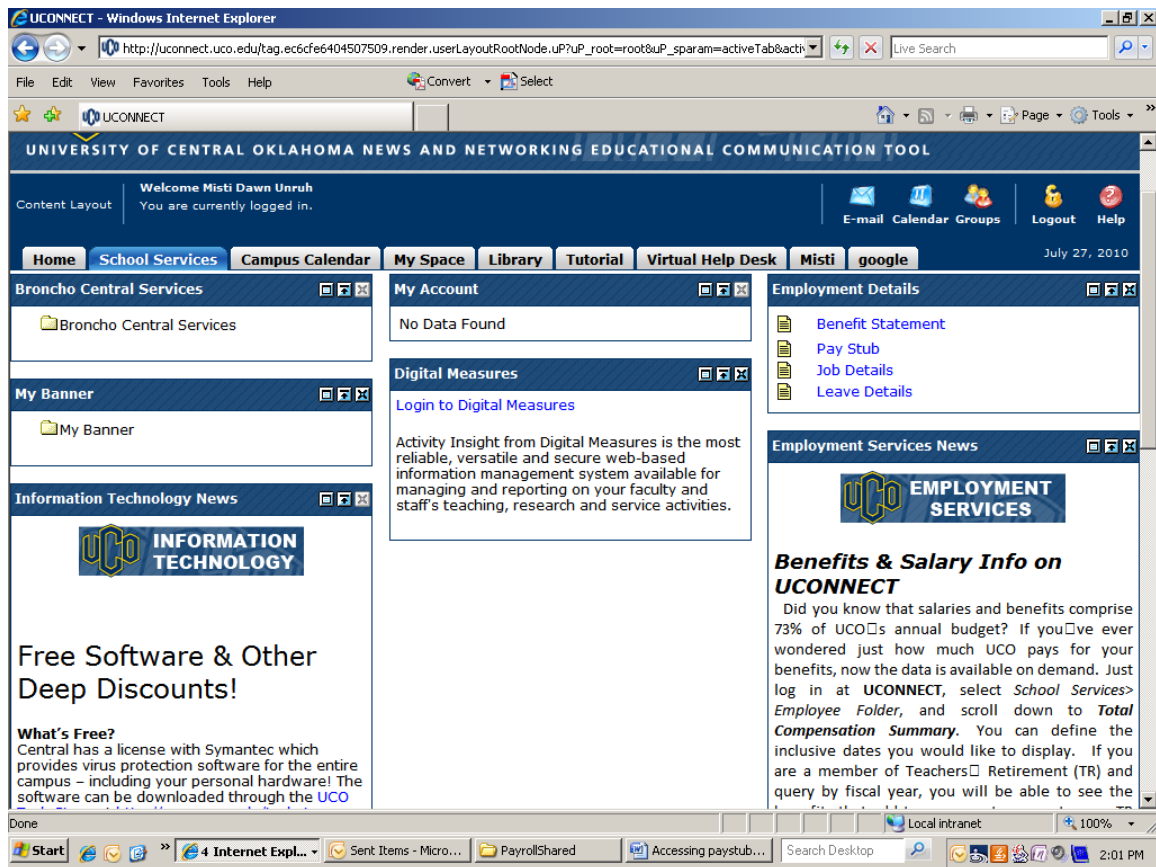


Example of user name: bsmith12

First time user password is your 2 digit birth month, 2 digit birth date and 2 digit birth year.

**After logging in it is important to change your password. Everyone's initial password is their birthday, so it is vital you change it promptly.**

To change password, on the log in page click on the “School Services Tab”.  
See example shown below:

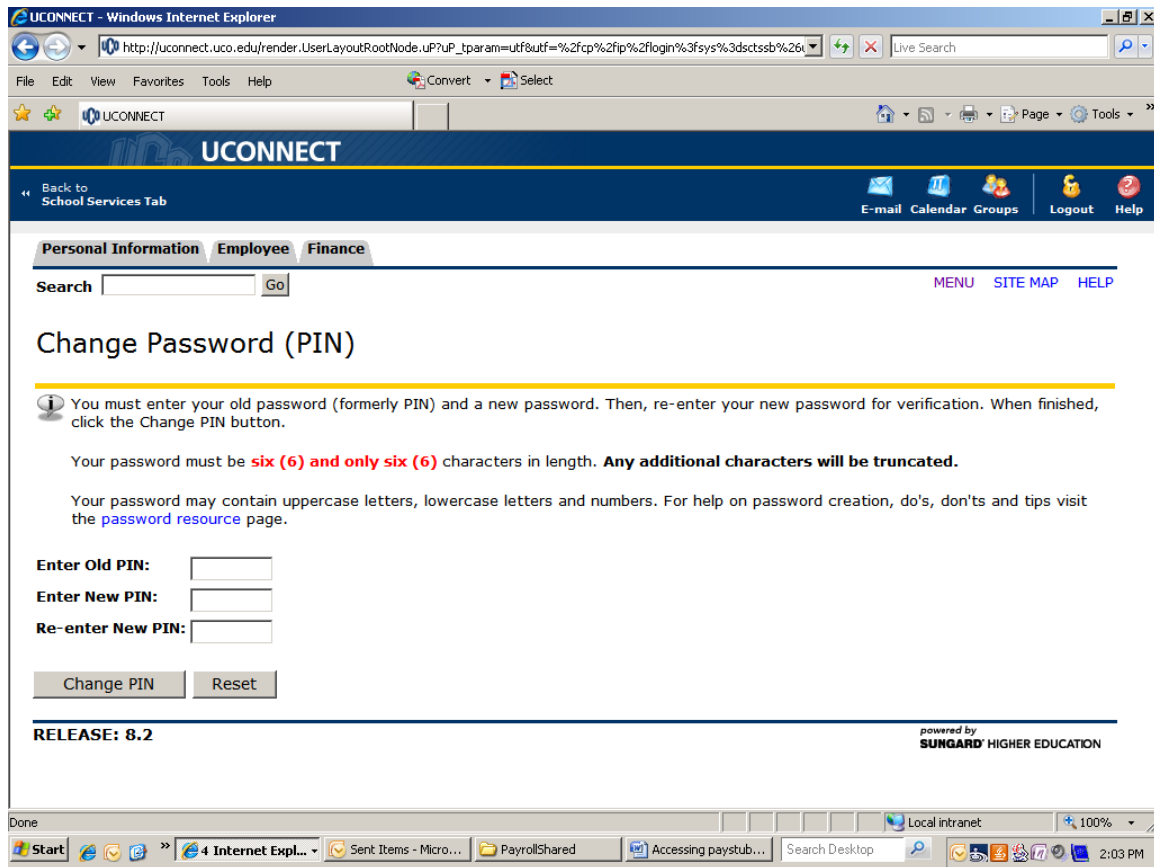


Click on “Broncho Central Services”; Click on “Personal Information”; Click on “Change Password (Pin)” to change your pin.

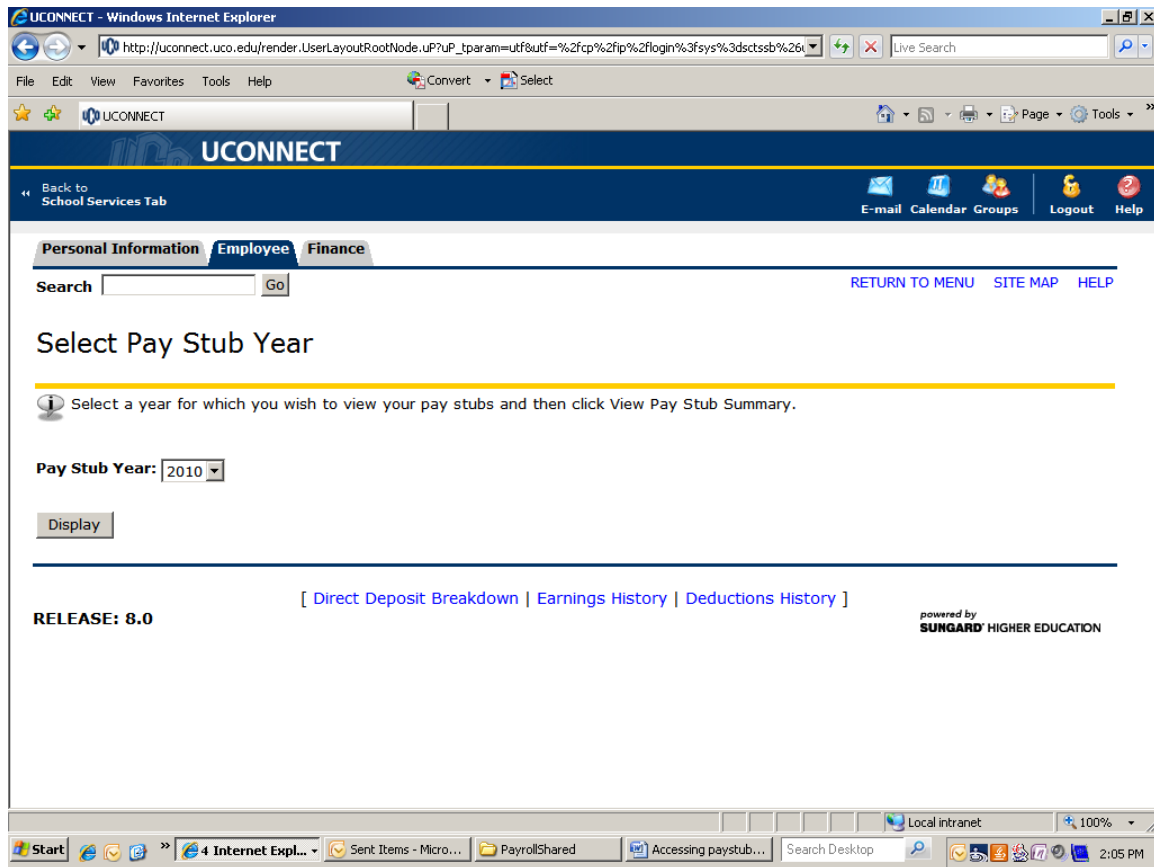
See example below:



You will enter your old pin number, enter your new pin number (**Your pin must be six (6) and only six (6) numeric characters in length**), re-enter your new pin number for verification that you entered the information correctly. After changing your pin number you are ready to start viewing your information click on “back to School Services Tab”.



In the box labeled “Employee” click on “Pay Information and then click on “Pay Stub”;  
Enter the year of the pay stub to be seen; click on the pay date of the pay stub to be  
viewed.



Leave Balances are not on the pay stub, but can be found by clicking on Leave Details in the Employment Details box.