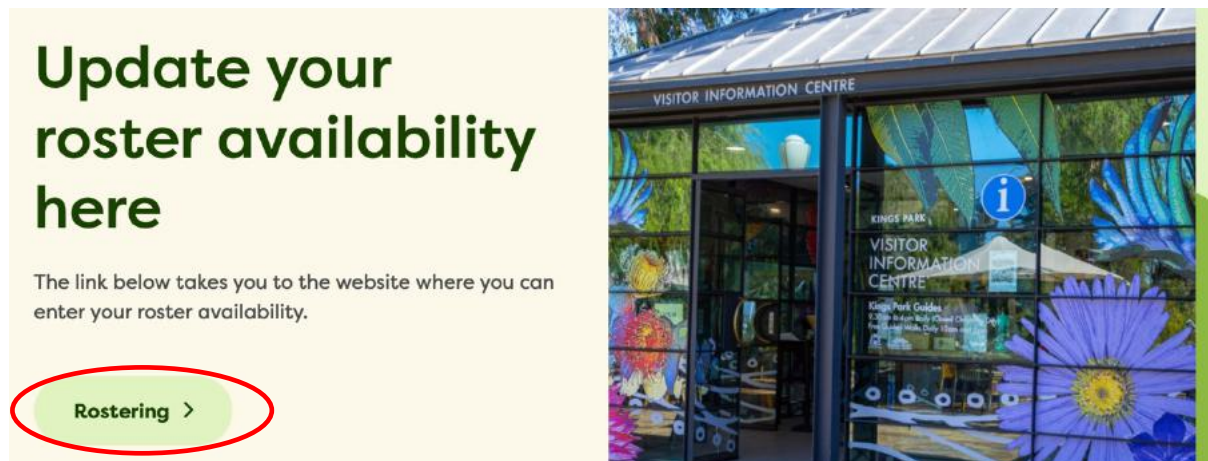
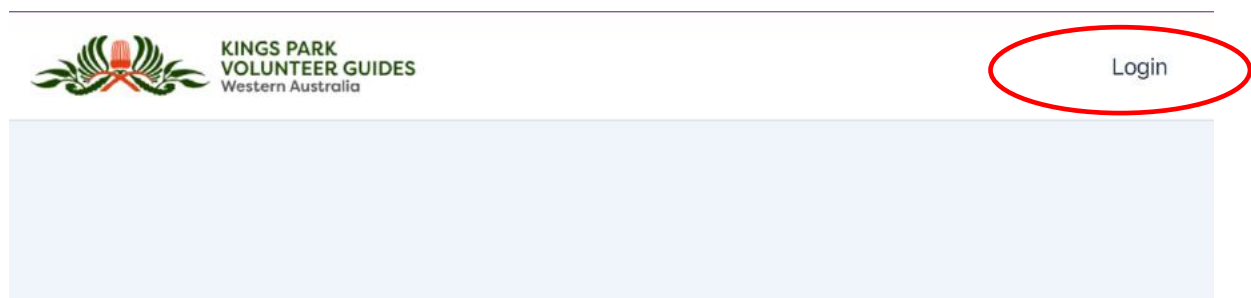


Instructions for accessing Rostering System

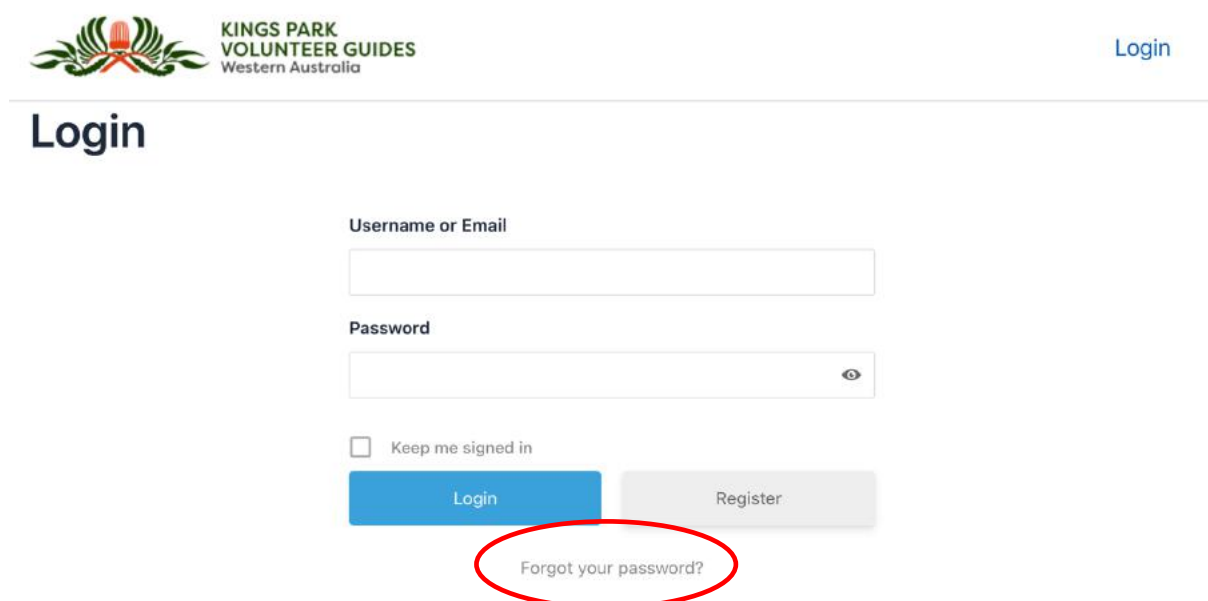
STEP 1: Log into Guides' Hub - click on Rostering button



STEP 2: This will take you to the new Single Sign on site - click on the Login button



STEP 3: This will display the login page - first time - click on Forgot your Password?



Please note: click on "Forgot your password?" link to set your password, or to create a new password if you can't remember it.

STEP 4: Create a password



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Login

Reset Password

To reset your password, please enter your email address or username below.

Enter your username or email

Reset password

Enter your email address and click on Reset Password - it will allow you to create a password for this site.

STEP 5: Log into the site with your password - then click Login



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Login

Login

Username or Email

dani@bojel.id.au

Password

.....

☐ Keep me signed in

Login

Register

STEP 6: It will display your name, and contact details - which you should keep up-to-date

[Account](#) [Profile](#) [Active Guides](#) [Go to IT services](#)



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[Edit Access to IT Services](#)

Daniel Boase-Jelinek



Daniel Boase-Jelinek

STEP 7: Click on "Go to IT services"

[Account](#) [Profile](#) [Active Guides](#) [Go to IT services](#)



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STEP 8: Click on "Access Rostering System"

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