



# Nnamdi Azikiwe University

## Human Resource Management

### Application (NAU Lite HR App)

### User Manual (for Staff)



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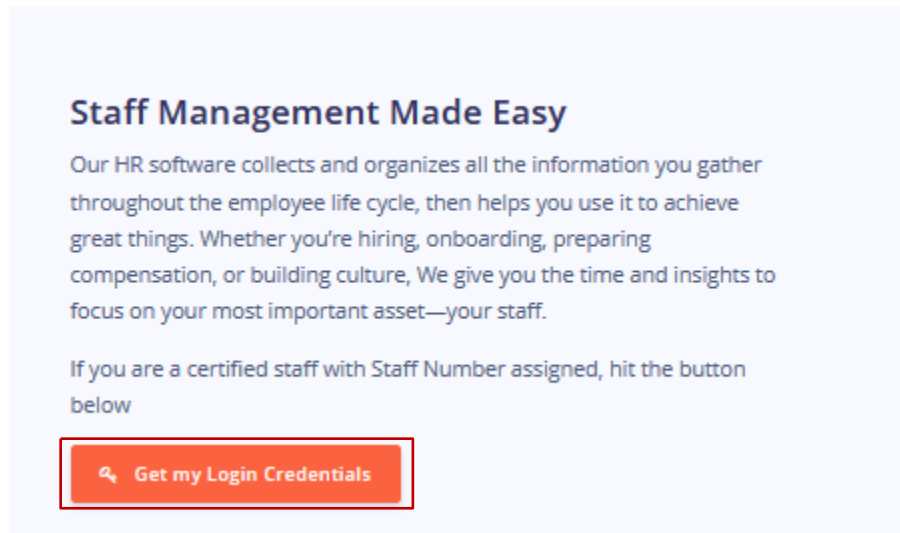
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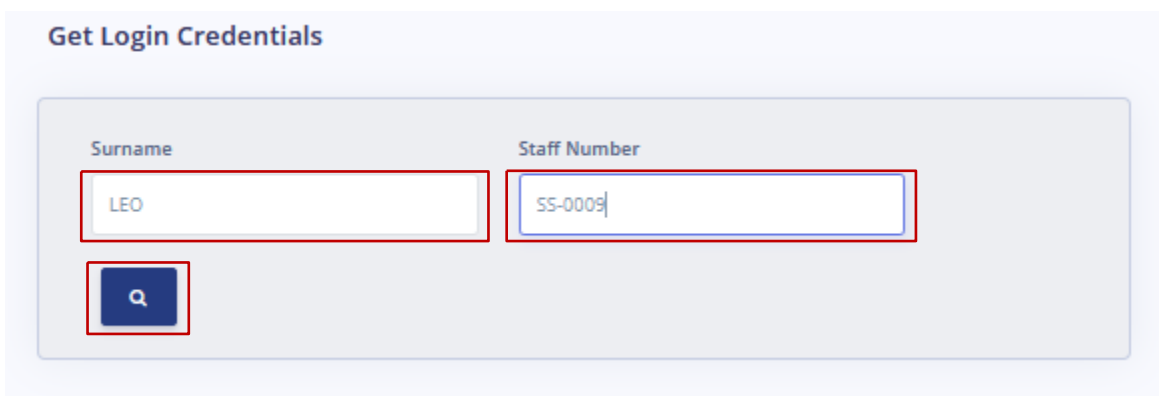
## A. Accessing the Application

### i. To Login

1. On your browser enter the HR application URL  <http://166.62.98.232/>
2. On the Home page, click **Get my Login Credentials**

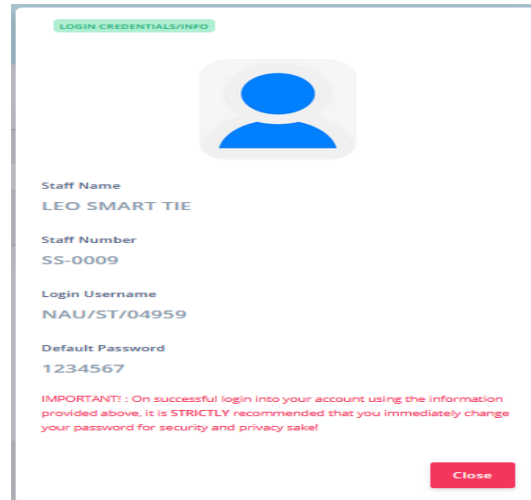


3. Enter your Surname and Staff number and click on search to fetch your username and password

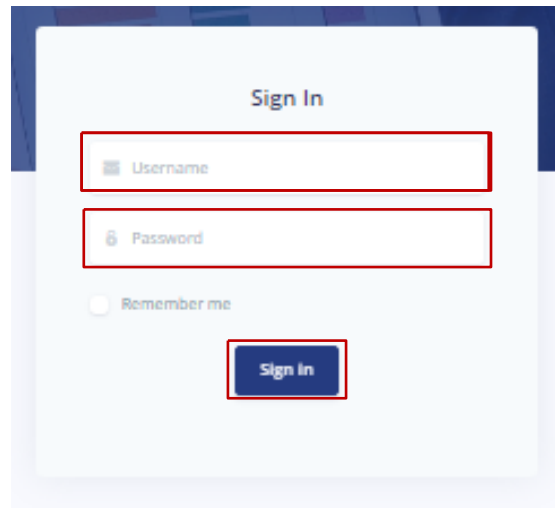
A screenshot of a web form titled "Get Login Credentials". It contains two input fields: "Surname" with the value "LEO" and "Staff Number" with the value "SS-0009". Below these fields is a search button with a magnifying glass icon. The entire form is enclosed in a light blue border.

4. Your login details will be displayed as follows; Username NAU/ST/XXXX, while your default password is 1234567. *(Upon successful login, ensure you change your password to a more secured one)*





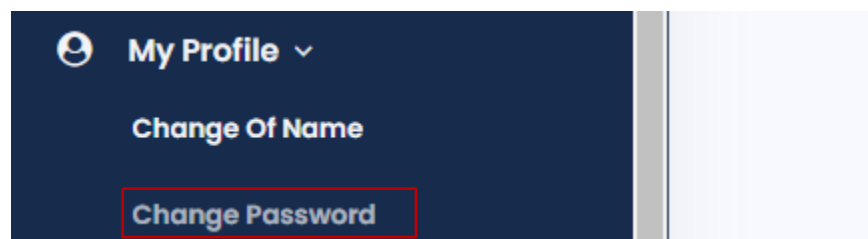
5. On the Home page, click on Get Started to login
6. Enter your username and default password 1234567



7. Click on **Sign in**

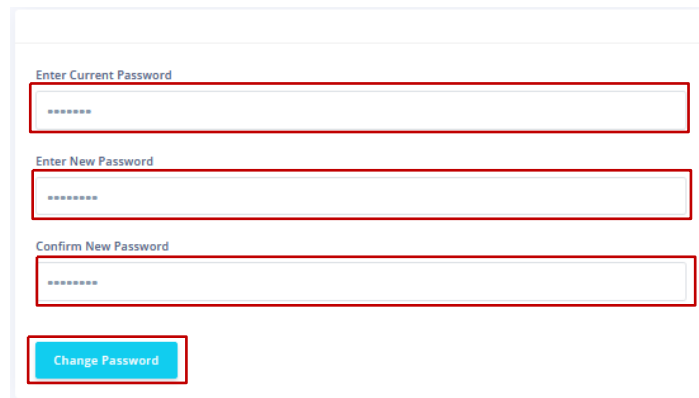
## B. Profile Management

- i. **Changing Password**
  1. Click on **My Profile**
  2. Click on **Change Password**



3. Enter your current password, your new password and confirmed new password

4. Click on **Change Password**



Enter Current Password

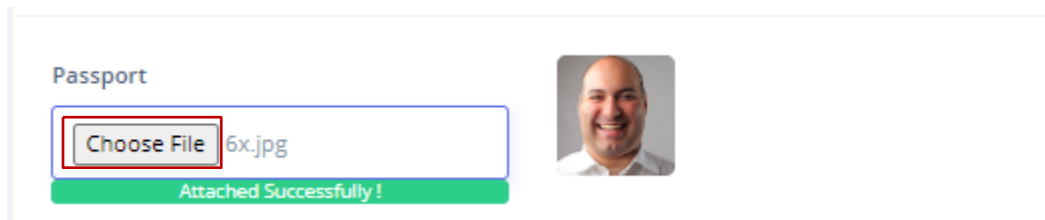
Enter New Password

Confirm New Password

Change Password

ii. **Updating Profile Picture and other information**

1. Click on **My Profile**
2. Click on **Update Profile**
3. Click on **Choose file** to select the picture you want to upload

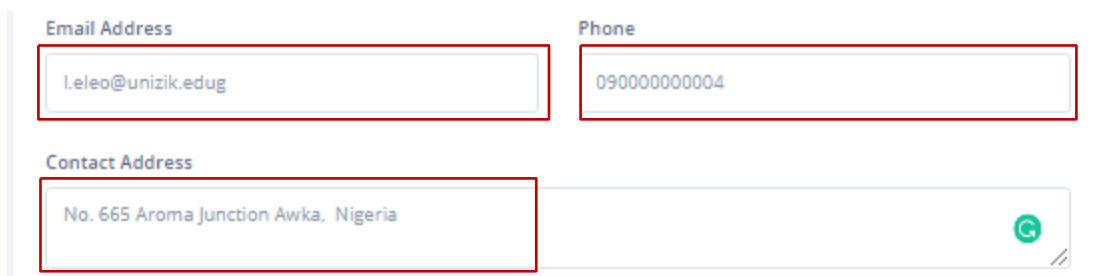


Passport

Choose File 6x.jpg

Attached Successfully !

4. You could update your email, contact address and phone number ONLY



Email Address

leleo@unizik.edug

Phone

090000000004

Contact Address

No. 665 Aroma Junction Awka, Nigeria

5. Report to Personnel Unit if other details of yours are not correct
6. Click on **Save**

<b>Rank</b> Assistant Science Laboratory Technologist ▼	<b>Appointment</b> Select an Appointment ▼
<b>Staff Number</b> SS-XXXX	
<div>Save</div>	

### C. Making Requests for Change of Name, Department and Leave

#### i. Change of Name

1. Click on **My Profile**
2. Click on **Change of Name**
3. Click on **Apply for a Change of name**

Dashboard  
Leave ▾  
Leave Request  
My Document ▾  
Upload Documents  
Training ▾  
My Profile ▾  
Change Of Name

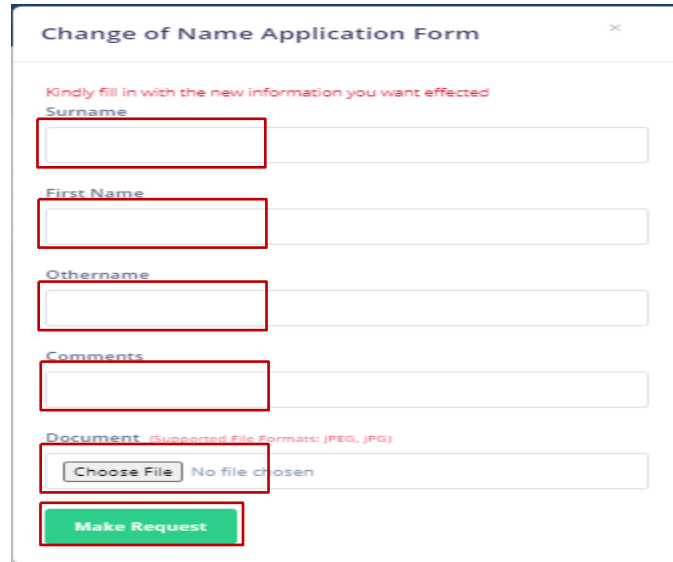
### Change Of Name Request

My Change Of Name Requests

Apply for a change of name

S/NO	DATE OF REQUEST	STATUS	ACTION
------	-----------------	--------	--------

4. Enter your Surname, First name and Other name
5. Click on choose file to choose supporting file
6. Click on Make Request



**Change of Name Application Form**

Kindly fill in with the new information you want effected

**Surname**

**First Name**

**Othername**

**Comments**

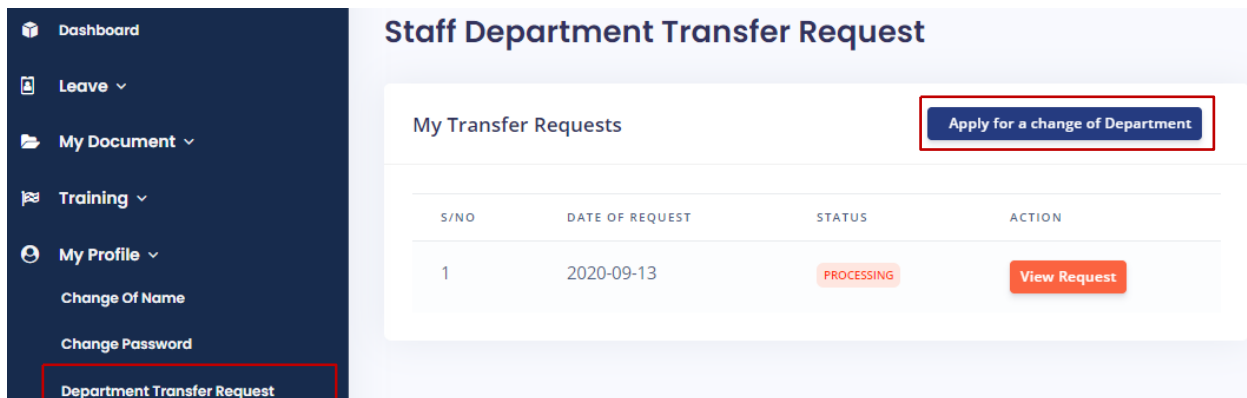
**Document** (Supported File Formats: JPEG, JPG)

Choose File No file chosen

**Make Request**

ii. **Request for Change of Department**

1. Click on **My Profile**
2. Click on **Department Transfer Request**
3. Click on **Apply for a Change of Department**



**Staff Department Transfer Request**

My Transfer Requests

**Apply for a change of Department**

S/NO	DATE OF REQUEST	STATUS	ACTION
1	2020-09-13	PROCESSING	<b>View Request</b>

Dashboard

Leave

My Document

Training

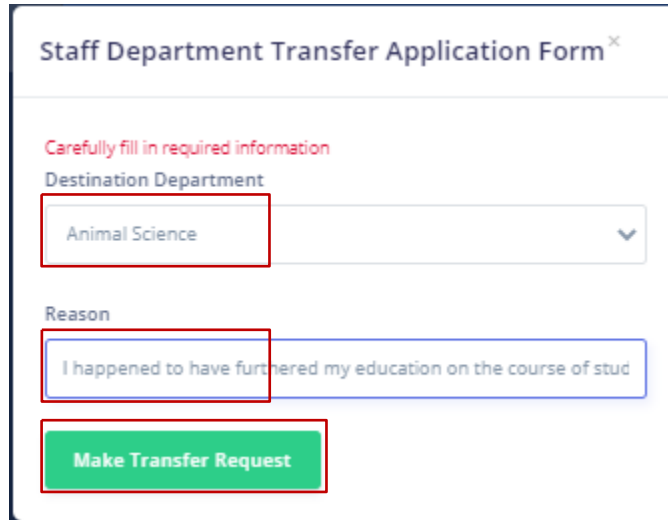
My Profile

Change Of Name

Change Password

**Department Transfer Request**

4. Select the New Department to be transferred
5. Give Reason on the Reason text box
6. Click on **Make Transfer Request**



**Staff Department Transfer Application Form** <sup>x</sup>

Carefully fill in required information

Destination Department

Animal Science

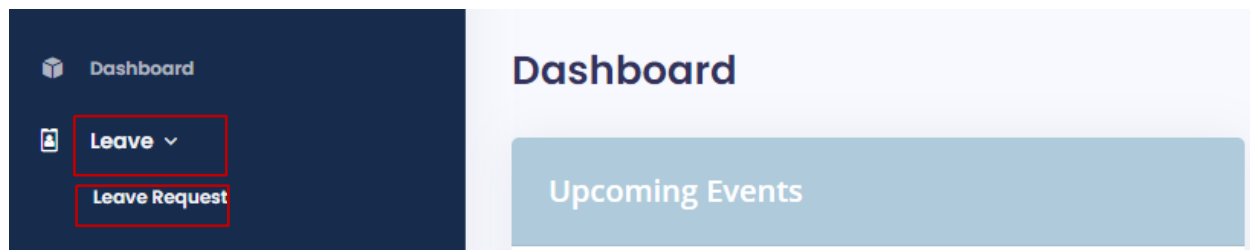
Reason

I happened to have furthered my education on the course of stud

**Make Transfer Request**

### iii. Request for Leave

1. Click on **Leave** on the dashboard
2. Click on **Leave Request**



3. Click on **Make a new Leave Request**



4. Select the leave type(Terminal leave, Study leave, Casual Leave etc)
5. Select the Start and End date
6. Enter the reason for the leave
7. Upload a supporting document
8. Click on **Make Request**



**Leave Request Form**

Leave Type  
Select a Leave Type

Start Date  
mm/dd/yyyy

End Date  
mm/dd/yyyy

Reason/Comments

Attachments  
Choose File No file chosen

Make Request

#### D. Uploading Staff Document

- i. To upload your documents to the NAU Lite HR App
  1. Click on **My Document**
  2. Click on **Upload Documents**
  3. Click on **Add Documents**

**Upload Documents** /Update and submit credentials

My Uploaded Credentials

Add Documents

S/NO	DOCUMENT TYPE	DATE SUBMITTED	ACTION

4. Select the Document Type and Choose the file type
5. Click on **Save and Upload**

**Add Documents**

Document Type  
Select Document Type

Document (Supported File Formats: JPEG, JPG)  
Choose File No file chosen

Save and upload