

Nnamdi Azikiwe University

Human Resource Management

Application (NAU Lite HR App)

User Manual (for Staff)




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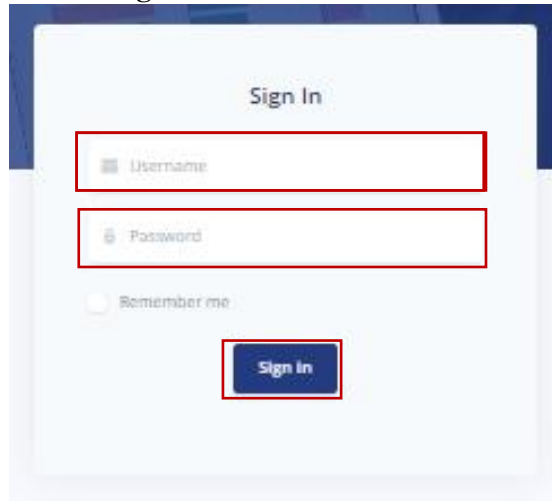
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A. Accessing the Application

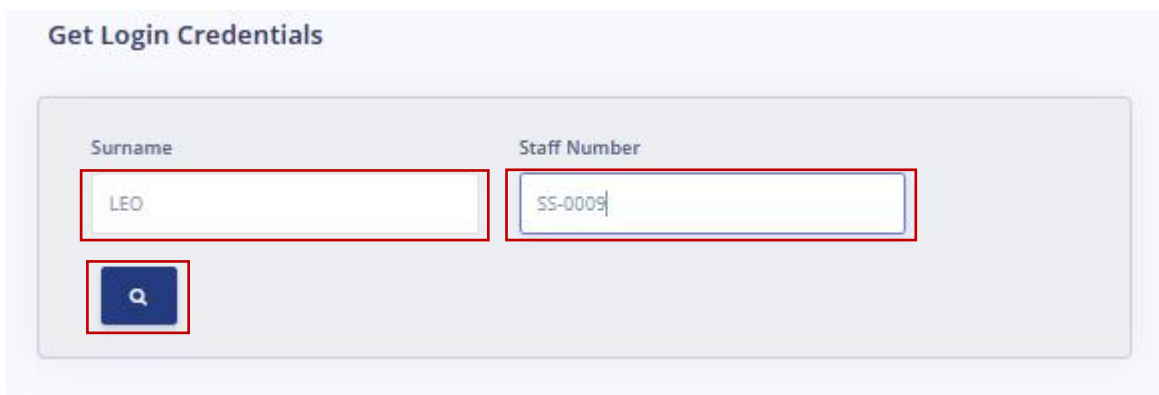
i. To Login

1. On your browser enter the HR application URL 
<http://staffportal.unizik.edu.ng/>
2. On the Home page, click **Sign in**
3. Enter your **Username** and **Password**
4. Click **Sign in**

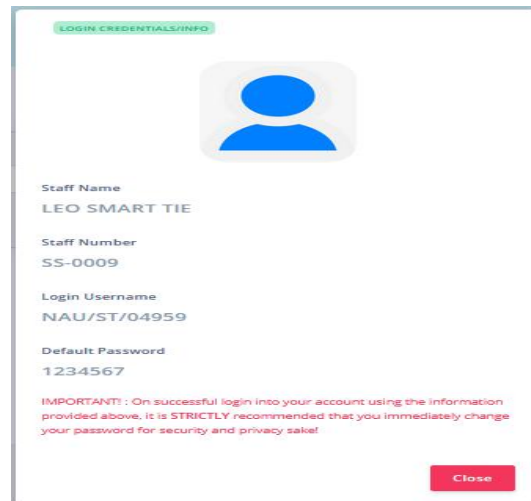
A screenshot of the 'Sign In' form. It features a light blue background with a white central box. Inside the box, the title 'Sign In' is at the top. Below it are two input fields: 'Username' and 'Password', both with red borders. Under the 'Password' field is a 'Remember me' checkbox. At the bottom of the box is a blue 'Sign In' button with a red border.

Note: If you are new to the system and don't know your username and default password, click on **I have not been assigned a Login Credential** to fetch the login details.


1. Enter your Surname and Staff number and click the search button

A screenshot of the 'Get Login Credentials' form. It has a light blue header with the title 'Get Login Credentials'. Below the title is a white box with a light blue border. Inside this box, there are two input fields: 'Surname' with the value 'LEO' and 'Staff Number' with the value 'SS-0009'. Both fields have red borders. Below these fields is a blue search button with a magnifying glass icon and a red border.

2. 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)*



LOGIN CREDENTIALS/INFO



Staff Name
LEO SMART TIE

Staff Number
SS-0009

Login Username
NAU/ST/04959

Default Password
1234567

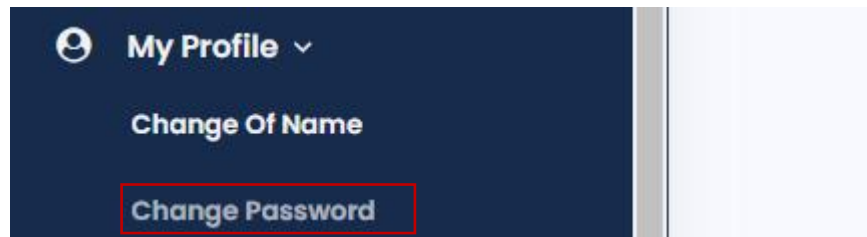
IMPORTANT! : On successful login into your account using the information provided above, it is STRICTLY recommended that you immediately change your password for security and privacy sake!

Close

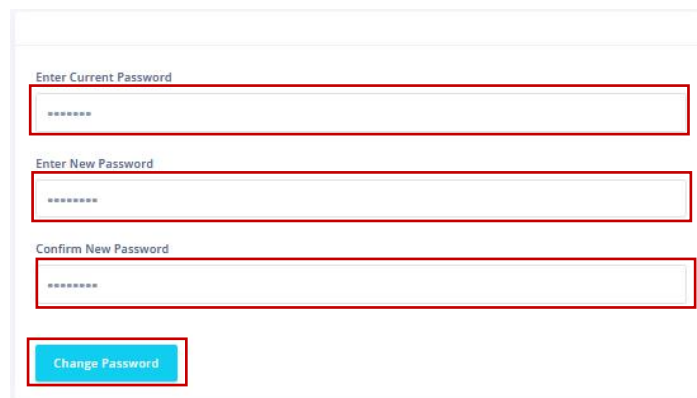
B. Profile Management

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

6x.jpg

Attached Successfully!



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

Email Address:

Phone:

Contact Address:

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

Rank:

Appointment:

Staff Number:

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

i. Change of Name

- Click on **My Profile**
- Click on **Change of Name**
- Click on **Apply for a Change of name**

Dashboard

Leave ▾

Leave Request

My Document ▾

Upload Documents

Training ▾

My Profile ▾

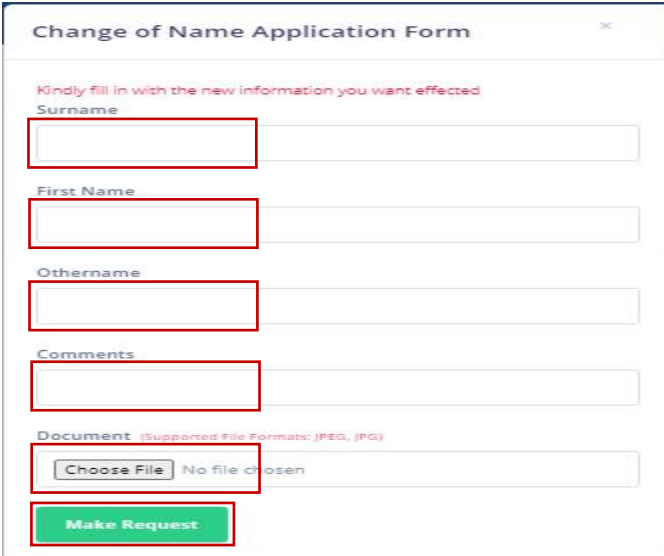
Change Of Name

Change Of Name Request

My Change Of Name Requests

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)
 No file chosen

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**



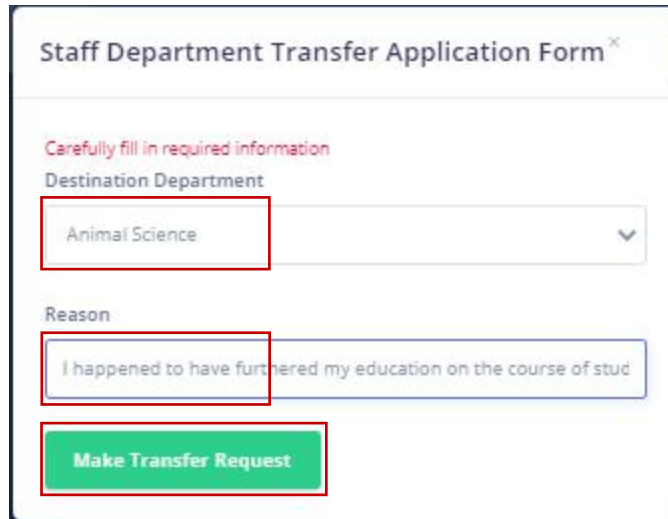
Staff Department Transfer Request

My Transfer Requests

S/NO	DATE OF REQUEST	STATUS	ACTION
1	2020-09-13	PROCESSING	<input type="button" value="View Request"/>

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 ^x

Carefully fill in required information

Destination Department

Animal Science

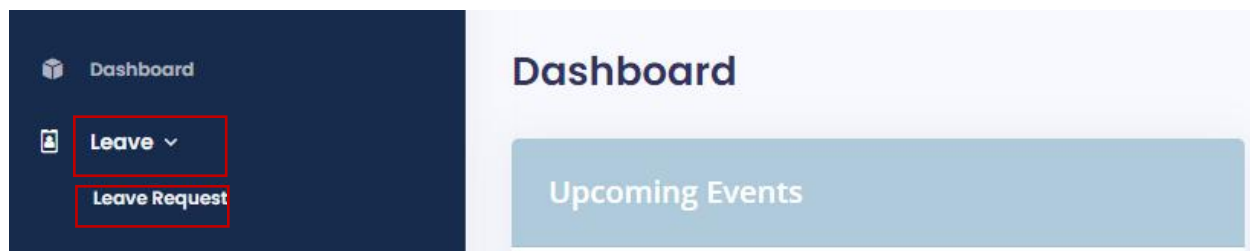
Reason

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

Make Transfer Request

iii. Request for Leave

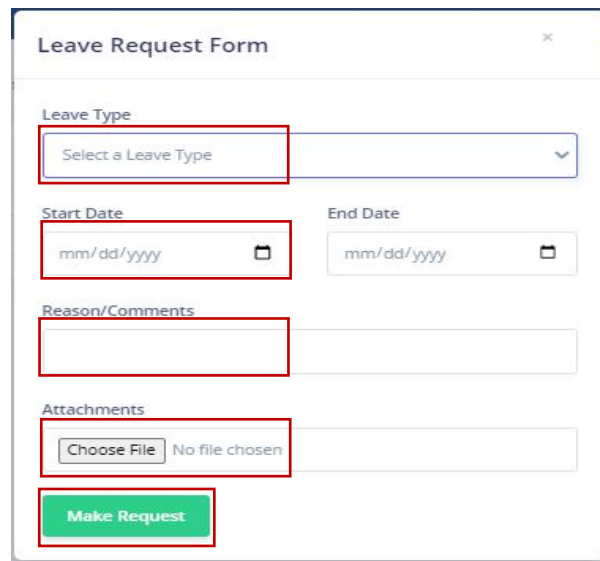
1. Click on **Leave** on the dashboard
2. Click on **Leave Request**



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

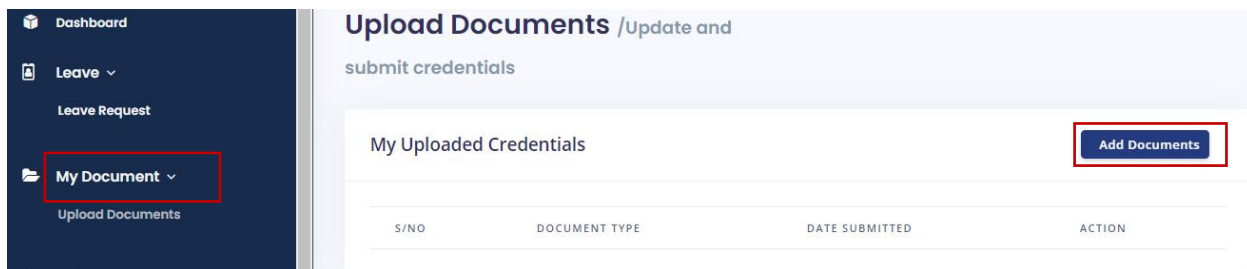
Reason/Comments

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**

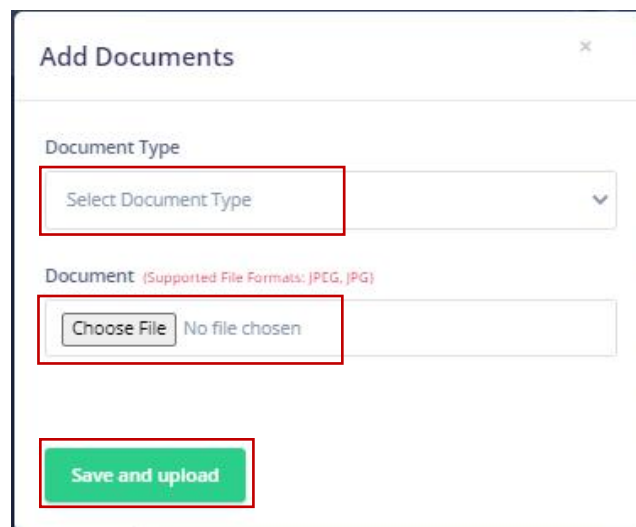


Upload Documents /Update and submit credentials

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