



Nnamdi Azikiwe University

Human Resource Management

Application (NAU Lite HR App)

User Manual (for Staff)



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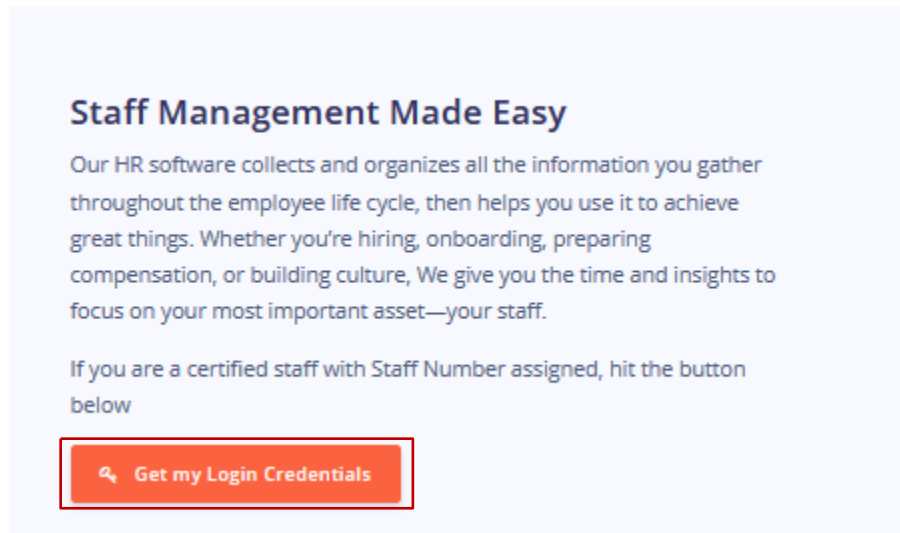
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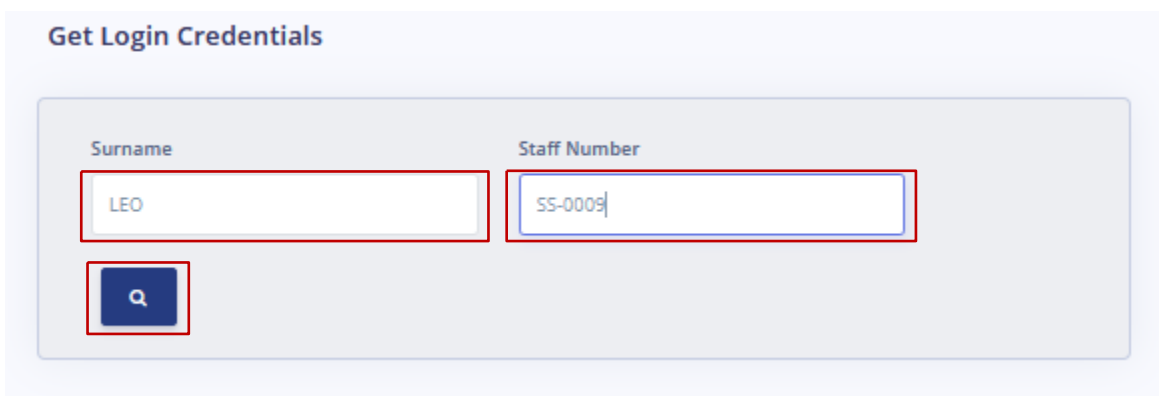
A. Accessing the Application

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**

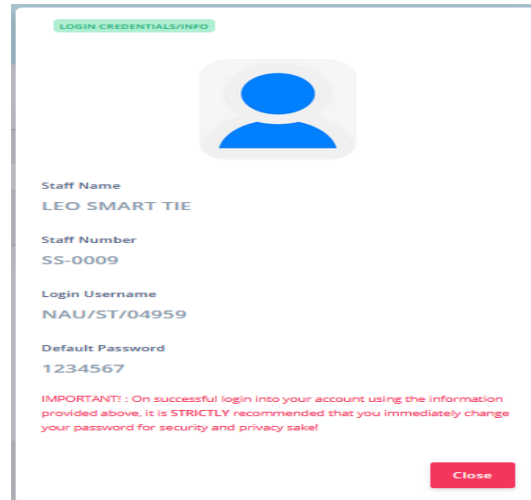


3. Enter your Surname and Staff number and click on search to fetch your username and password

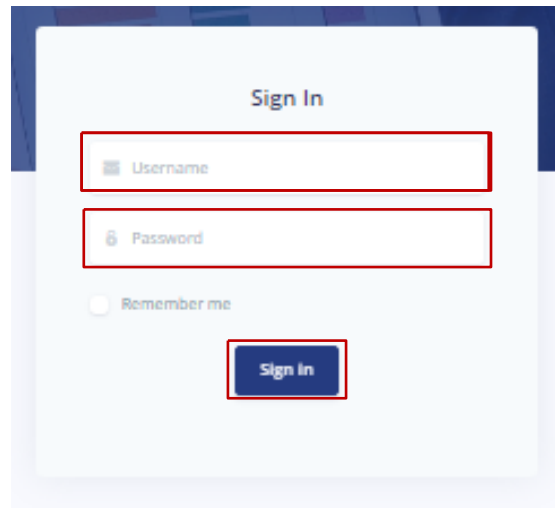
A screenshot of a web form titled "Get Login Credentials". It contains two input fields: "Surname" with the value "LEO" and "Staff Number" with the value "SS-0009". Below these fields is a blue button with a white magnifying glass icon. The entire form is enclosed in a light blue border.

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*)





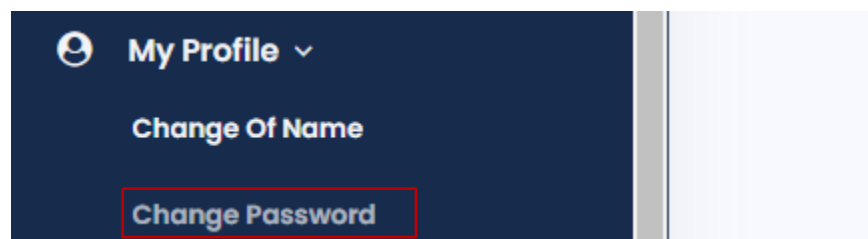
5. On the Home page, click on Get Started to login
6. Enter your username and default password 1234567



7. Click on **Sign in**

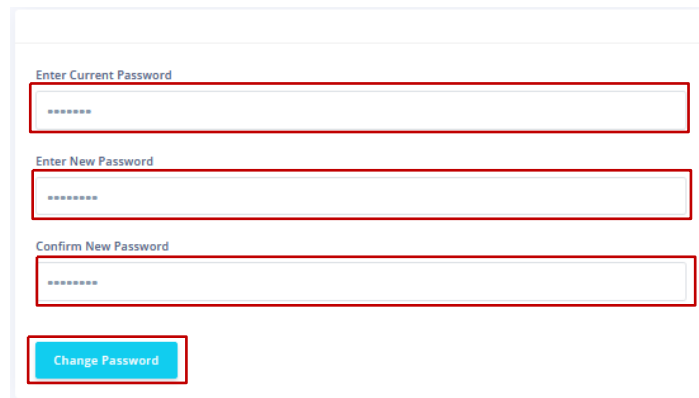
B. Profile Management

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



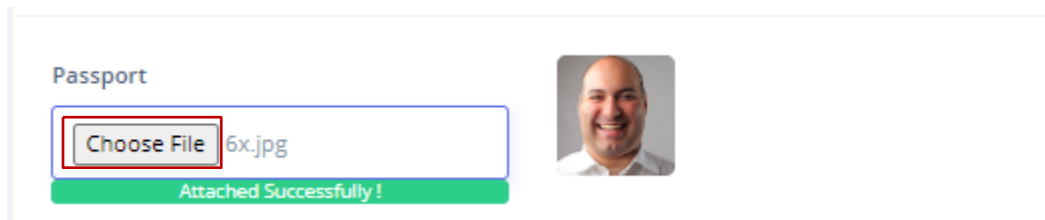
3. Enter your current password, your new password and confirmed new password

4. Click on **Change Password**

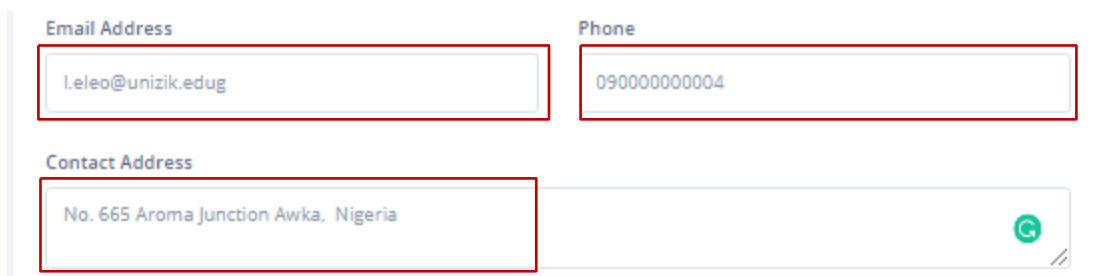


ii. **Updating Profile Picture and other information**

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



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



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

Rank Assistant Science Laboratory Technologist ▼	Appointment Select an Appointment ▼
Staff Number 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

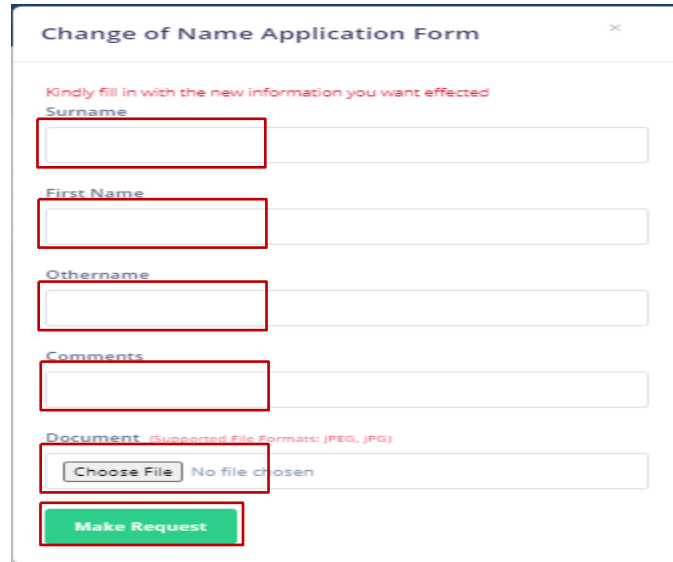
Change Of Name Request

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

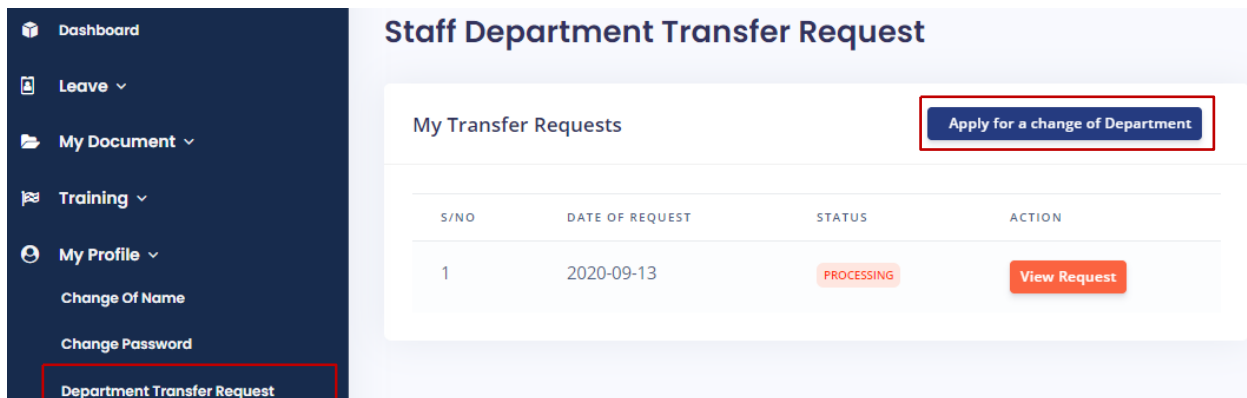
Document (Supported File Formats: JPEG, JPG)

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	View Request

Dashboard

Leave

My Document

Training

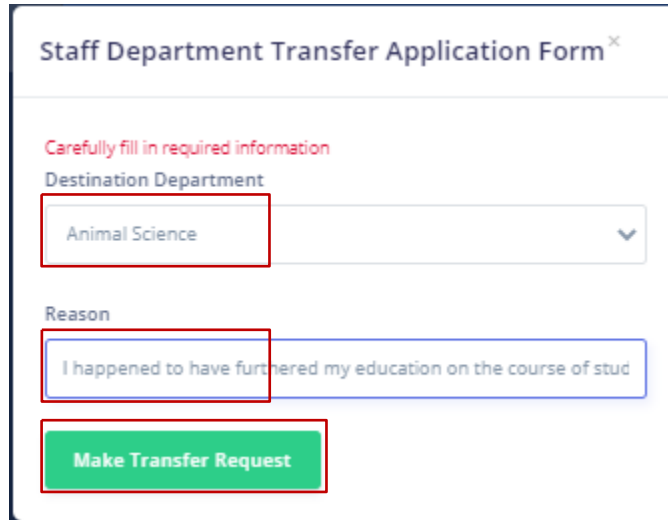
My Profile

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 ^x

Carefully fill in required information

Destination Department

Animal Science

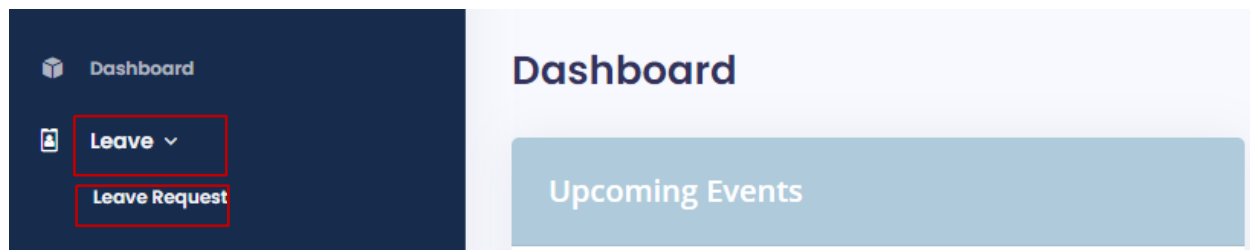
Reason

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