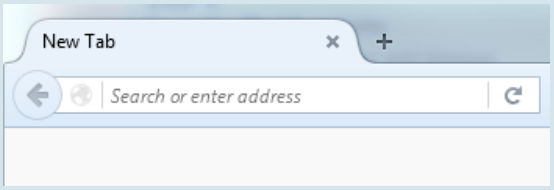
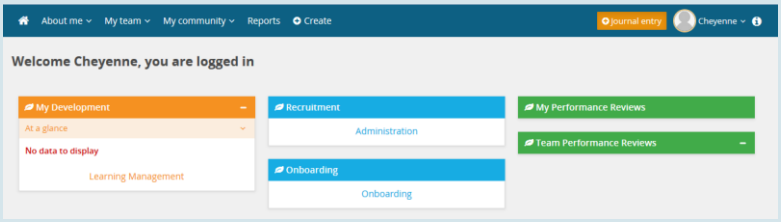
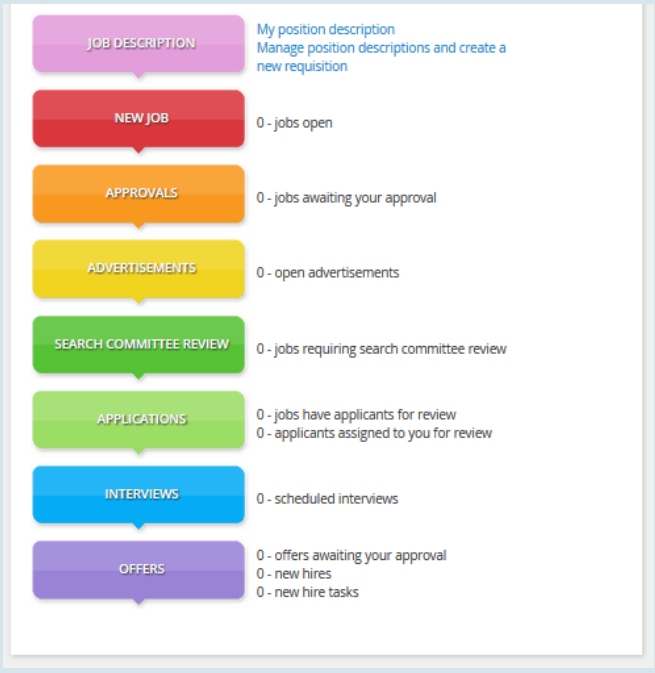
Quick Reference Guide – Accessing MyUA

What you need to do	What you will see
STEP 1: **Go to the MyUA website** In the Address bar of your web browser, enter the following web address: **myua.pageuppeople.com** Tip: **adding this address as a favorite will save you time in the future.**	
STEP 2: **Login Box** Enter your UA Username and Password that is managed by ELMO **Click the blue** Login **button.**	
Welcome to My UA! The first page that you will see will be the **Employee Dashboard** page.	
Click on the module you wish to access. Your view may be different depending on your level of access. **All available functions are within the menu on the right-hand side of the screen.**