

## CSU Bakersfield employee's can now view their personal data and paychecks online.

You automatically have been granted access to use this new functionality.

### Personal Data

- Access and view an overall summary of your personal data
- Make changes to specific demographic changes
  - Phone Numbers(s)
  - Emergency Contact(s)
  - Email Addresses

In addition, instructions and links for changing other demographic data (i.e. Name, Address, Marital Status, etc) are provided as part of the page display, allowing employees to easily download forms and follow processing steps required for making changes.

### ePay

- Access and view your most recent paycheck information
- View prior pay period information
- View compensation history and details of changes

### Accessing the "myCSUB" system for the first time:

- Open browser (i.e. Internet Explorer, Safari, FireFox, etc.) and navigate to the CSUB home page:  
<http://www.csub.edu>
- Click the "myCSUB" link on the left side of the screen or navigate directly to: <http://my.csub.edu/>
- On the "myCSUB" login page, complete the following steps:
  - In the Net ID box, type your Net ID. Your Net ID is the same as the Active Directory/CSUB-AD user ID you use to login to your campus PC workstation, if you have one. You may also use the "Find my Net ID using my CSUB ID Number" link in the help section of the "myCSUB" login page.
  - In the Password box, type your Net ID password. This password is the same as your Active/Directory password you use to login to your campus PC workstation. If you don't know your password, you may reset it by using the "Reset my password to default" link in the help section of the "myCSUB" login page.
  - Click the "Sign In" button.

### Instructions:

- Login to the "myCSUB" system
- On the home page, click the "Self Service" link on the left side menu
  - **For Personal Data** - Click Personal Information
    - ❖ Personnel Information Summary
    - ❖ Phone Numbers
    - ❖ Email Addresses
    - ❖ Emergency Contacts
  - **For ePay** - Click Payroll and Compensation
    - ❖ View Paycheck
    - ❖ History Compensation

**Note** – if needed, use the help links located on the "myCSUB" login page or contact the CSUB Helpdesk at x2307.