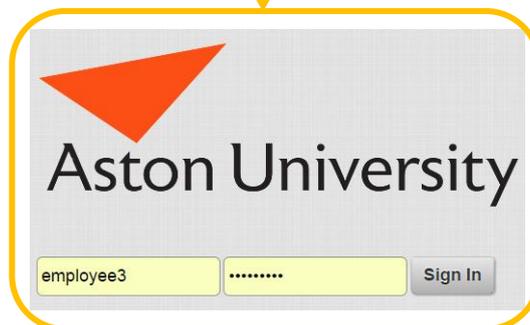
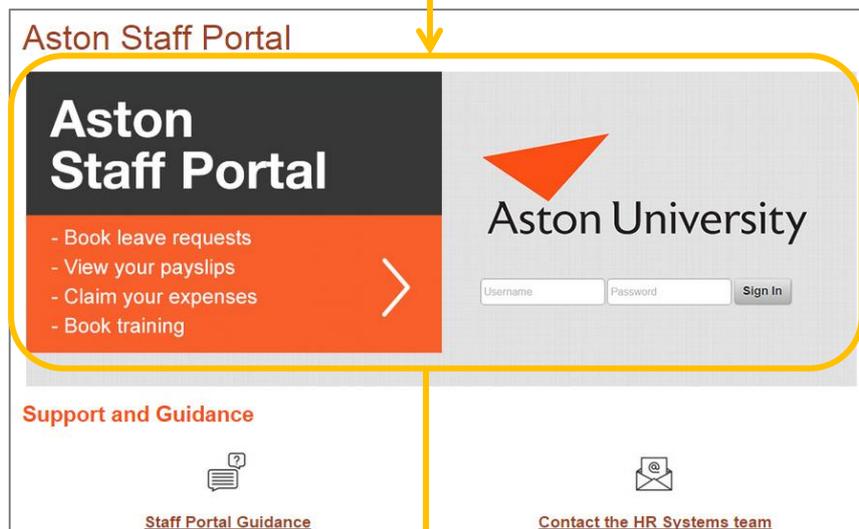
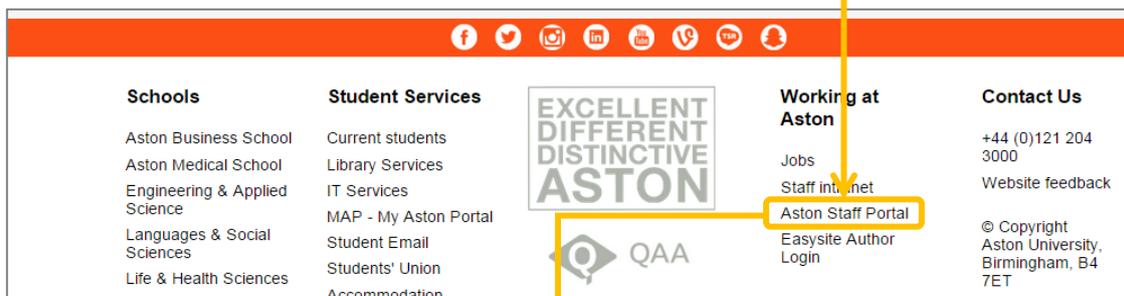


How to access Aston Staff Portal

1. From the Aston homepage (www.aston.ac.uk), scroll to the bottom of the screen and click Aston Staff Portal.
2. From the Aston Staff Portal landing page, click the picture of the login screen.
3. Enter your **staff** username and password.



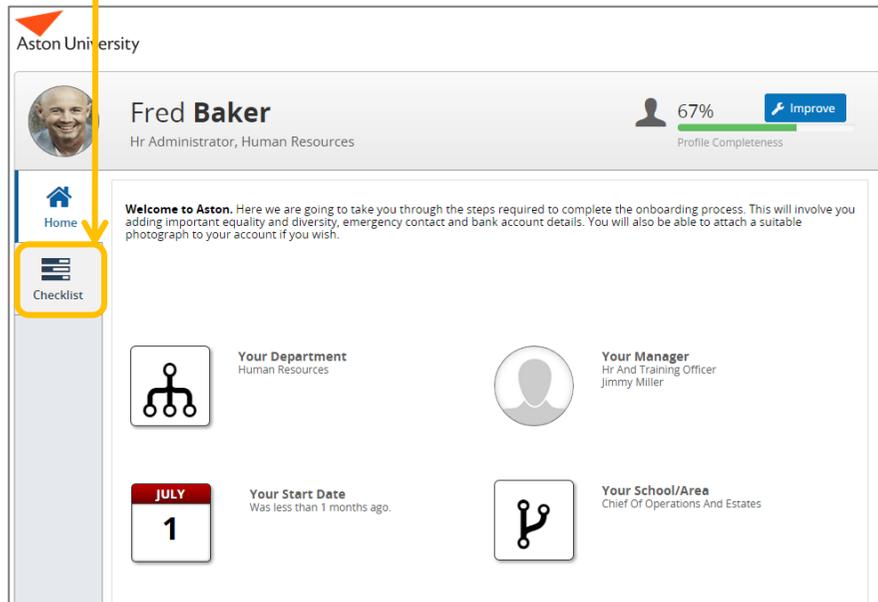
If you have difficulties logging in to the Aston Staff Portal, contact astonstaffportal@aston.ac.uk in the first instance.

The Onboarding home screen

You will come to this screen each time you log into Aston Staff Portal, until you have completed the onboarding checklist. View your basic contract details here.

 If you have queries around the information you see here, contact your Recruitment or HR Administrator at Aston University.

➤ Now click onto the Checklist tab.

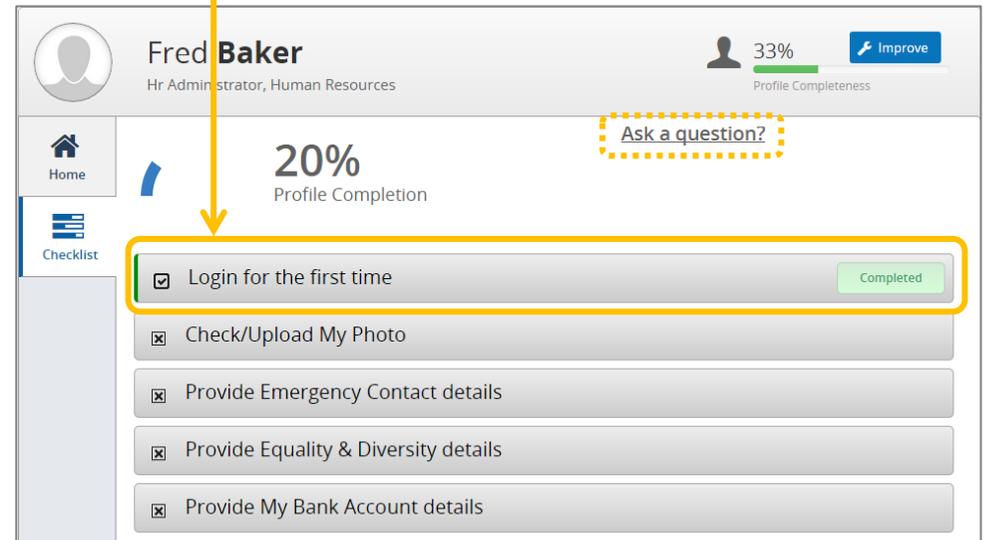


Onboarding Checklist

You will need to complete the 5 actions listed to complete the checklist.

You will see that you have already completed the first one by logging in for the first time. Your profile completion will increase each time you complete an action on your checklist.

 If you have difficulties using the onboarding checklist, click the 'Ask a Question' button to send an email.



Check/Upload My Photo



When you start work at Aston, you will have a staff ID card made. We will take a photo of you for this which will also be used for the Staff Portal. If you would prefer to upload your own photo to Aston Staff Portal, you can do this and this photo can also be used on your staff ID card.

- Click on the Check/Upload My photo button.



Photo Guidelines

Photos should be:

- of you only
- a close up of your head and shoulders
- recent
- easily recognisable as you

Fred Baker
Hr Administrator, Human Resources

33% Profile Completeness

20% Profile Completion

Ask a question?

- Login for the first time Completed
- Check/Upload My Photo
- Provide Emergency Contact details
- Provide Equality & Diversity details
- Provide My Bank Account details

- If you **wish to add a photo**, click the search button, attach your photo and click the Save Image Button. Close the box down using the cross in the top right hand corner.
- If you **do not wish to add a photo**, close the box down using the cross in the top right hand corner .

Check/Upload My Photo

Upload your image - this will be your profile image on Aston Staff Portal. Please ensure that this is an appropriate image of you as this is visible by your manager and as part of the organisation structure.

Select a file to use as your emplo...

Save Image

Delete Image

Are you Completed?

Do you wish to mark this item as completed?

Yes No

- You will be asked if you wish to mark the item as complete.

Provide Emergency Contact details



You will need to provide us with details of an emergency contact. This is just in case anything should happen at work that we might need to contact someone about. Your emergency contact should ideally be someone local.

- Click on the Provide Emergency Contact details button.

- Enter your emergency contact details. You can provide an address for your emergency contact if you wish, but this is optional. The most important thing is to give phone numbers.
- When you have completed the screen, scroll to the bottom and click **Save** and then close the box down using the cross in the top right hand corner.

The image shows a user profile for Fred Baker, Hr Administrator, Human Resources. The profile completion is at 33%. A checklist on the left shows several tasks, with 'Provide Emergency Contact details' highlighted in orange. The profile completion progress bar is at 40%.

The form is titled 'Provide Emergency Contact details'. It contains the following fields:

- Forename: Jane
- Surname: Baker
- Relationship: Sister
- Phone: 0121 111 2222
- Comments: Mobile 07712 345678

At the bottom, there is a table for address information:

Type	Line1	
Address	You have not yet provided address information	...

A green 'Save' button is located at the bottom right of the form.

The dialog box asks 'Are you Completed?' and 'Do you wish to mark this item as completed?'. It has two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted in orange.

- You will be asked if you wish to mark the item as complete. Say yes.

Provide Equality & Diversity details



It is important for monitoring purposes that we have your equality and diversity details. You are not obliged to answer questions if you do not wish to, but please use the 'Information refused/Prefer not to say' option if that is the case, rather than not filling in the form at all.

- Click on the Provide Equality & Diversity details button.

Fred Baker
Hr Administrator, Human Resources

33% Profile Completeness

60% Profile Completion

Ask a question?

Checklist

- Login for the first time Completed
- Check/Upload My Photo Completed
- Provide Emergency Contact details Completed
- Provide Equality & Diversity details**
- Provide My Bank Account details

Mandatory fields in the Background form:



- Gender
- Gender identity
- Sexual orientation
- Ethnicity
- Nationality
- Religion
- Civil status

Mandatory fields in the Disability Form:



- Disabled
 - Type of Disability*
 - Registered Disabled*
 - Disability 1*
 - Disability 2*
- * If appropriate

- Complete **both** the Background and Disability forms.

Provide Equality & Diversity details

Background

View or update your diversity details here.

Personal Details

Diversity

Ethnicity: White Irish, Nationality: Irish

National Identity 1: No Information, Citizenship: No Information

National Identity 2: No Information, Identity Details: No Information

Religion: Prefer Not To Say/Information Refused, Time Living in this country: No Information

Family Details

Parent/Guardian: No, Civil Status: Single

Save

- When you have completed the screen, scroll to the bottom and click **Save**, then close the box down using the cross in the top right hand corner.

- You will be asked if you wish to mark the item as complete. Say yes.

Are you Completed?

Do you wish to mark this item as completed?

Yes No

Provide my Bank Account details



You will need to enter your bank account details into Aston Staff Portal so that we can pay you. Please enter these carefully to avoid any issues with sending payment to your bank.

- Click on the Provide Bank Account details button.

- Type in your bank sort code and account number.
- If you have a building society account you will need to provide the reference.
- Tick the box for 'I accept that saving will update my bank details'.
- Scroll to the bottom of the form and click Save.

- You will be prompted to re-enter your password for security purposes.

Are you Completed?



Do you wish to mark this item as completed?

Yes

No

- You will be asked if you wish to mark the item as complete. Say yes.

Complete the Onboarding checklist

Once you have completed all the tasks, you will be able to complete onboarding.

- Check the box and click 'complete onboarding'.

The screenshot shows the user interface for Fred Baker, an Hr Administrator. At the top, his profile picture and name are displayed, along with his role. To the right, a progress bar indicates 33% profile completeness, with an 'Improve' button. Below this, a '100% Profile Completion' badge is shown. A navigation sidebar on the left includes 'Home' and 'Checklist' options. The main content area features a list of five completed onboarding tasks, each with a green 'Completed' button. Below the list is a checkbox for a declaration: 'I have carefully reviewed and completed all items listed above to the best of my knowledge.' At the bottom, a green 'Complete Onboarding' button is highlighted with a yellow box. A yellow arrow points from the instruction above to this button.

When you next log in you will go straight to the employee or manager (if you manage others) dashboard and will not be prompted to enter these details again.

Although you will not be prompted when logging into the Aston Staff Portal, you should use the Aston Staff Portal to keep the following details up to date:

- Home address
- Home/mobile telephone numbers
- Emergency contact
- Bank details
- Diversity and equality details
- HESA details (Qualifications, academic discipline if applicable)



If you need help using the Aston Staff Portal, please refer to the [guidance pages on the HR Intranet](#). You can also contact astonstaffportal@aston.ac.uk if you can't find the answer you are looking for.