



## How to Register

1. You need to Opt in to use **myKiosk** by first logging in to our internal **Employee Kiosk** at work and register. To do this, access SouthNET (your DHB intranet) and go to the Applications Directory. Instructions on how to register and detailed information about usernames and passwords, security and support are available on the Applications Directory.
2. Make sure that your password meets the Password Rules mentioned in those instructions, otherwise you will not be able to gain access to **myKiosk** online.

Once you are registered and have opted in, you are ready to use **myKiosk** online from wherever you are, whenever you want to. (**Note: you cannot access internet myKiosk from your DHB office computer, only externally via the Internet**)

## Logging in to myKiosk

Click on the **myKiosk** link and you should get a privacy alert pop up page. You will have to accept the conditions to log in, so please press 'Accept' to continue to the Login Page. Type in your username and enter your password.

## Security and Support

It is important that you keep your **myKiosk** password secure and do not allow anyone to log on for you. Always log off the internet **myKiosk** when you have finished or when you are not at your computer and close your internet browser.

If you experience problems with the **myKiosk** system, you can contact your local IS Service Desk on (09) 276 0044 ext 2266 who will only be able to help you with the **myKiosk** system and unfortunately cannot help you with any issues with your home computer.

If you have queries with the information shown on your record, you can call the Staff Services Centre (SSC) Service Desk on (09) 580 6850.

## Forgotten Password

If you forget your password for **myKiosk**, click on the link **Forgotten Password** and you will be taken to a *Password Recovery* screen. Then insert the email address (personal or work) that you registered under your 'Contacts', and an email will be sent to you with a link to reset your password. Please note that this link is only valid for specified time. After this time you will need to request to reset your password again.

## myKiosk not Logging In

If you get to the **myKiosk** login screen and you enter **Login Id** and **password** and get no response, please check you internet security and privacy settings in your internet browser. If you privacy settings are set to High (block all cookies) this will stop your access to **myKiosk**.