MyAccess
Getting Started in MyAccess

What is MyAccess?
- MyAccess (http://myaccess.wvu.edu) is a one-stop web location for WVU employee services and applications. From this site you can access:
  - Your own employee records via MyHR,
  - Your own leave and your employees' leave through the WVU Leave Request System,
  - The WVU Timeclock for recording your start and stop time at work via MyTime,
  - Your own Timecard and your employees' Timecards via MyTime,
  - WVU's online shopping site, Mountaineer Marketplace,
  - The MAP Applications Suite for financial data,
  - …and more!

How do I log in to MyAccess?
- To log in to MyAccess, you will need to use your WVU Login. Your Login is your user account for accessing many WVU systems, including MAP, WVU Wireless, the Parking website, WVU MasterApps, and many others. Most WVU employees also use their Login to log into their Windows computer (WVU-AD account).

Who is eligible to get a Login account?
- All WVU students and employees are eligible to have a Login account.

How do I get a Login?
- When your personal information is first entered into the employee and student systems, a Login will be generated for you. All you have to do is activate it.

How do I activate my Login?
- You can go to the Login Website and click Claim Account, or…
- You can contact the ITS Service Desk at (304) 293-4444, or toll-free at 1-877-327-9260.

What email do I use and how do I get my email?
- All WVU employees are assigned a WVU domain email address for university communications.
- WVU utilizes Office 365 (http://it.wvu.edu/services/office365) software for campus email and scheduling calendars. You may obtain a copy of the desktop application from the Office of Information Technology.
- Your username is usually your first and middle initials, followed by last name. Example: Terry M. Trainer’s GroupWise email username should be “tmtrainer”.

Why must I have email?
- Many official WVU communications reach employees by email, and many units on campus use email (and calendars) to conduct daily business.