

To begin, login to **Employee Self-Service (ESS)**: ess.federation.edu.au/empower

You will need to select **'I accept'** to progress past the **'Confidentiality Compliance'** screen

THIS SERVICE IS FOR AUTHORISED CLIENTS ONLY

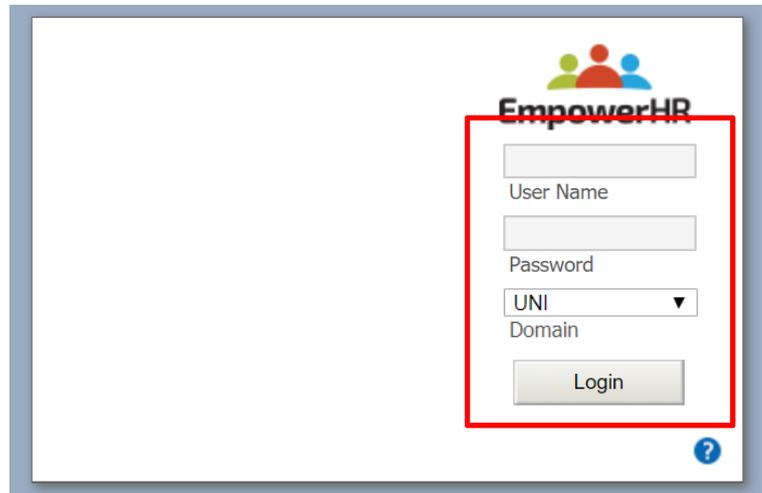
WARNING: It is a criminal offence to:
1. Obtain access to data without authority
2. Damage, delete, alter, or insert data without authority

Confidentiality Compliance

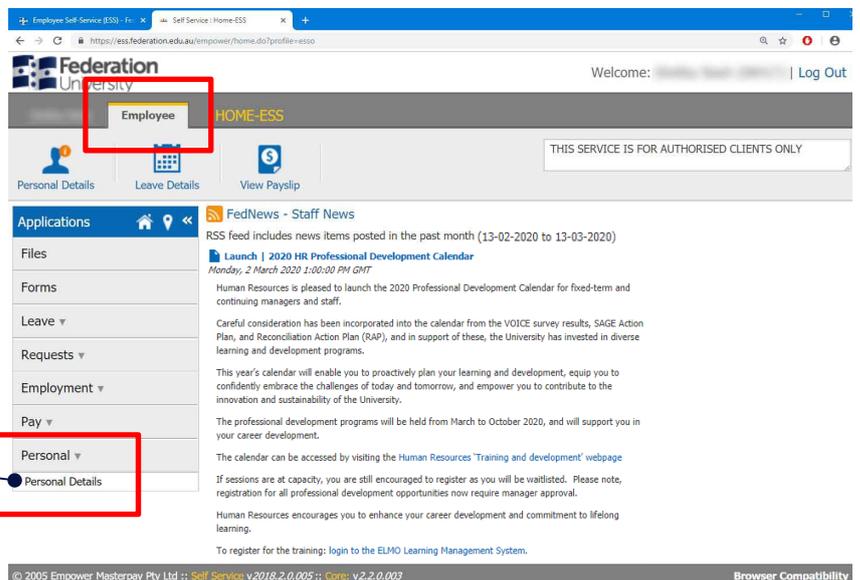
HR Employee Self Service is a secured information system containing official University records. As a registered user, it is your responsibility to maintain the University policy of confidentiality of information. Any data that you extract from HR Employee Self Service or access with HR Employee Self Service, for example pages, reports, financial details, personal details must be treated as confidential and managed accordingly. Your username and password are unique and must not be divulged to any third party. Any breach of confidentiality will be taken seriously.



Login to Empower using your normal sign-on details

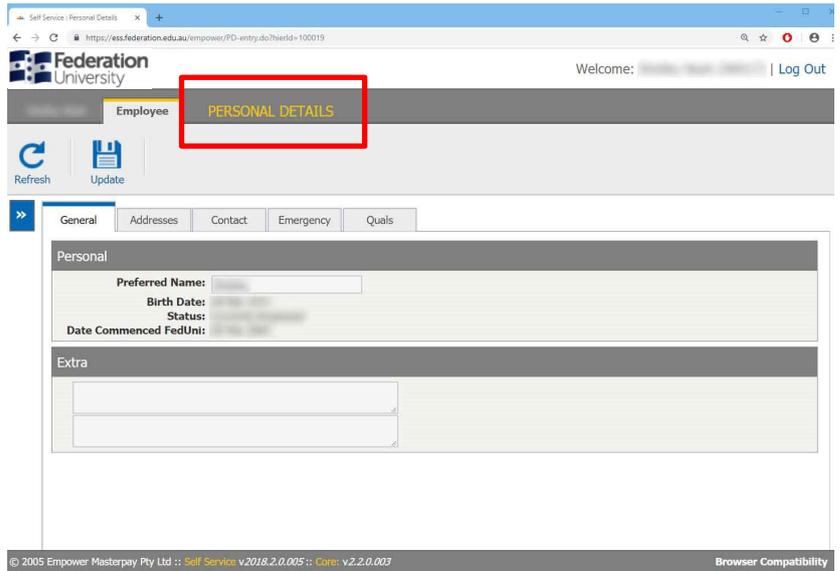


Select the **'Employee'** tab



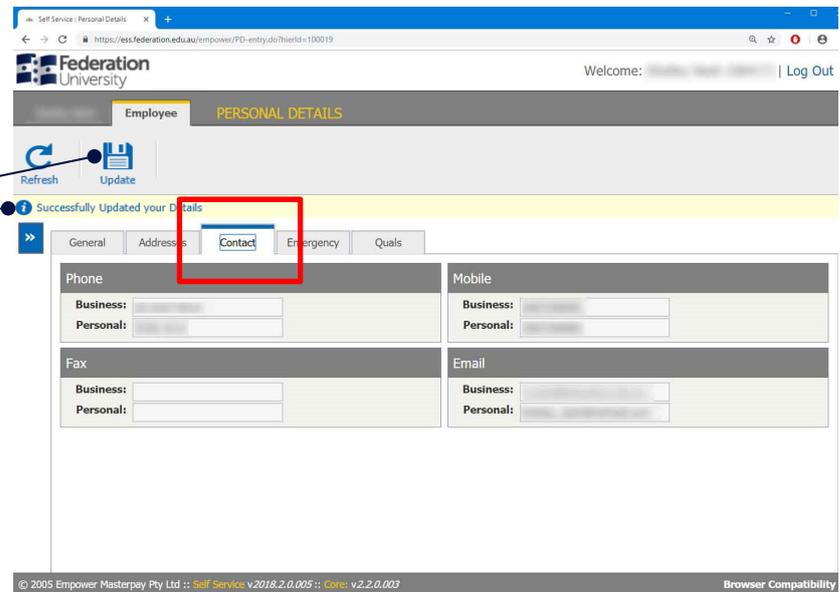
The **'Personal'** drop-down arrow then **'Personal details'**

From the 'Personal details' screen



Select the 'Contact' tab and complete the relevant fields

Select 'Update' to save



Select 'Emergency' to add/amend emergency contact(s)

Select 'Update' to save

