

# Self-Service Hints & Tips - 04

## Remote Access

Federation University staff members were previously unable to access the ESS system from home or other remote office/work locations as they were not connected to the Fed Uni internal network. However, as of July 2012 we were pleased to announce that the Self-Service system was now available remotely for all Employee Self-Service users. This means you can access the system from home, or any other remote location and not be restricted to 'on-campus' (internal) access only.

To login, please load up Internet Explorer and type the following self-service address into the address bar, then hit enter or simply click on the following link.

<https://ubess.ballarat.edu.au>

NOTE: It is very important that the 's' is included after the 'http' part of the web address. If the full address is not typed into the address bar, the site will not load up.

The following login screen will appear as normal:

A screenshot of the empower v11 login screen. On the left is a vertical bar with a grid of colored squares. The main area has the "empower v11" logo at the top. Below it are input fields for "User Name" and "Password". There is a dropdown menu for "Domain" with "UOB" selected. At the bottom is a "Sign On" button and a small blue circular icon.

Your self-service login credentials are the same as your Novell login credentials. (the same username and password you use to login to the Fed Uni network, email etc.) If you are unsure what your Novell username or password is or require a password reset please contact the ICT Servicedesk [servicedesk@federation.edu.au](mailto:servicedesk@federation.edu.au) or phone 5327 9999.