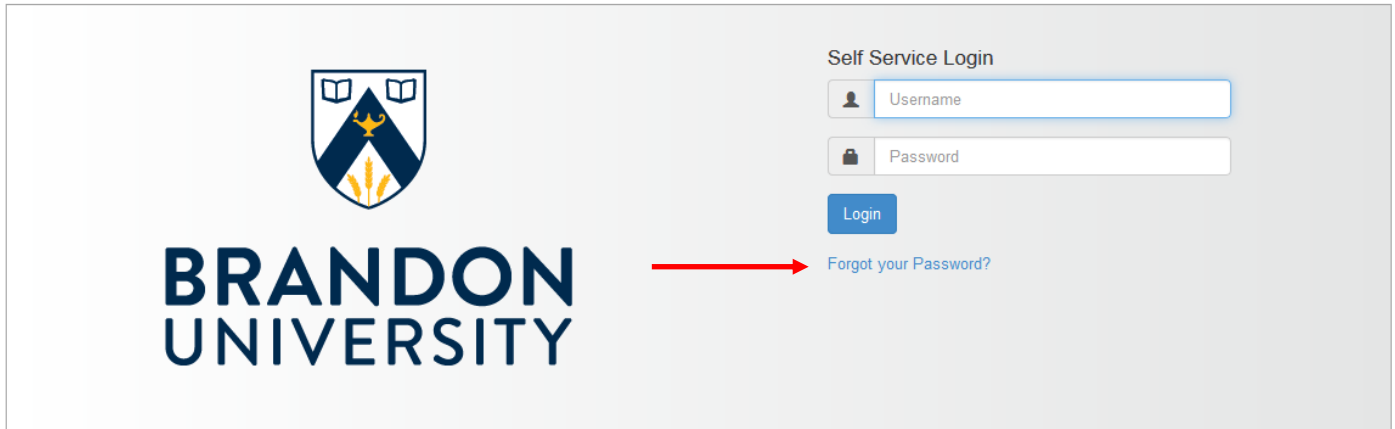


## Employee Self-Service – Initial Login

Click on this link <https://www.myavanti.ca/brandonu> (add to your Favorites) and click on “Forgot your Password?”



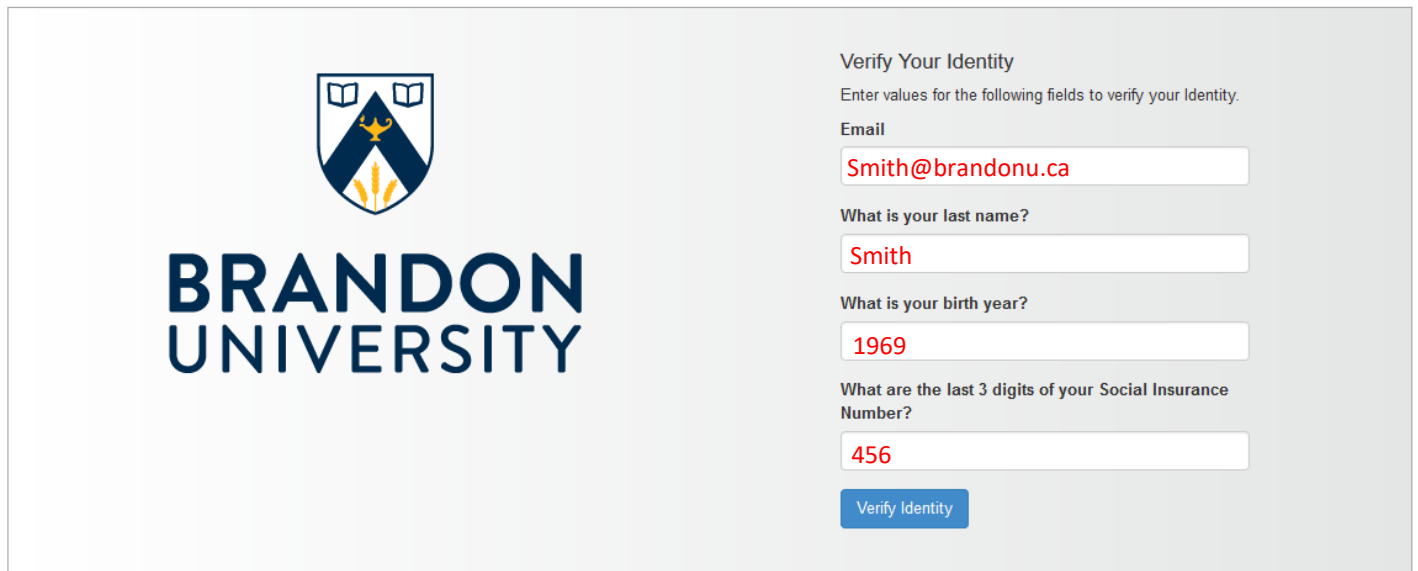
Self Service Login

Login

[Forgot your Password?](#)

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The system will then prompt you for questions about yourself to get a password reset link. A code will be emailed to you to use as your password to logon to the above noted link which you will use in conjunction with your BU username.



Verify Your Identity

Enter values for the following fields to verify your Identity.

Email

What is your last name?

What is your birth year?


What are the last 3 digits of your Social Insurance Number?

Verify Identity

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Here, you will be asked to enter the Verification Code that was emailed to you.

**Success**  
Your validation code has been emailed. If you do not get an email, please contact your System Administrator.

  
**BRANDON  
UNIVERSITY**

Validate Verification Code

Please Enter Verification Code.


  

⚠ If you leave this page your validation code will no longer be valid.

Verify

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Next, you will be taken to a Password reset screen. Enter a password that you will remember, but includes: More than 8 characters, an uppercase letter, a number and a symbol.

  
**BRANDON  
UNIVERSITY**

Password Reset

New Password


Confirm Password

Reset Password

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Now, you will be able to use your BU username and your new Avanti password to login.

  
**BRANDON  
UNIVERSITY**

Self Service Login

Login

[Forgot your Password?](#)

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Here, you are required to setup an Authenticator or secret questions.

The Authenticators can be downloaded onto your smartphone for either Android or Apple products.

You are required to setup an **Authenticator** or Secret Questions before you can login, please follow the instructions below.

## Setup Authenticator [or Setup Secret Questions](#)

Removal Code.

1. Copy this removal code and keep it somewhere safe.

A8FDWJ-SUEJP-DYNJ0

This removal code can be used in the future to remove the Authenticator if you lose or switch devices.

Install the Authenticator app for your mobile device.

1. Open the app store on your mobile device.
2. Search for **Authenticator** or click on one of the following links.

GET IT ON  
Google Play

Download on the  
App Store

Download from  
Windows Phone Store

3. Install the app on your mobile device.

Now open and configure Authenticator.

1. Scan the barcode below using the Authenticator app or enter the key below in your Authenticator.

IBXOR77ATFUIXSAU

2. Once you have scanned the barcode, enter the 6-digit verification code generated by the Authenticator app.

Next PIN:

If you select the secret questions option, you will be required to answer three (3) questions.

You are required to setup an **Authenticator** or Secret Questions before you can login, please follow the instructions below.

## Setup Secret Questions

No Secret Questions Set

You must setup 3 secret questions


### Add Secret Question

Question

Where did you go the first time you flew on a plane?  
What is the name of your first pet?  
What was the model and year of your first vehicle?  
In what year did you move out of your family home?  
What is your oldest sibling's birthday month and year? (e.g., January 1900)  
In what town or city was your first full time job?  
What time of the day were you born? (hh:mm)  
What time of the day was your first child born? (hh:mm)  
Write your own question...

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Now that your security is set up, you are able to enter into the Self Service system!

 You are required to setup **Secret Questions** or an Authenticator before you can login, please follow the instructions below.

### Setup Secret Questions [or Setup Authenticator](#)

Add Question

What is your oldest sibling's birthday month and year? (e.g., January 1900)	<div><div></div>Delete</div>
What is the name of your first pet?	<div><div></div>Delete</div>
Where did you go the first time you flew on a plane?	<div><div></div>Delete</div>

Security questions complete, [click on continue.](#)

Continue

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The first time you log into the system, you will be prompted to select if you wish to receive your T4 slip electronically.

We encourage you to select YES so that you are able to access your T4 statement through this system rather than receive a paper copy of the form.

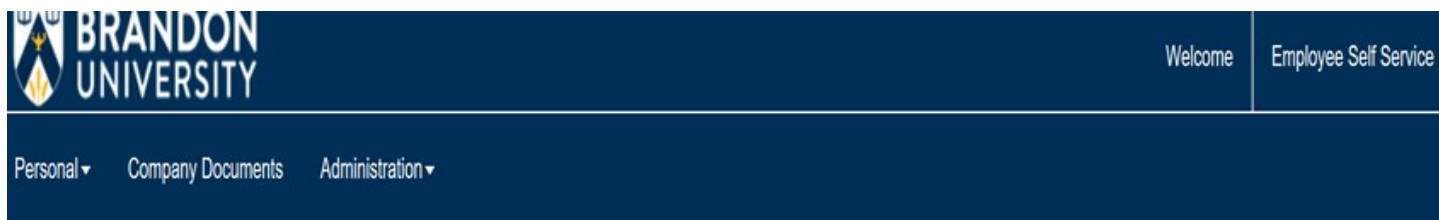
### Electronic Tax Slips

I wish to obtain my tax slips electronically. I understand that if I choose Yes, I will NOT receive printed tax slips by mail.

☒ Yes

☐ No

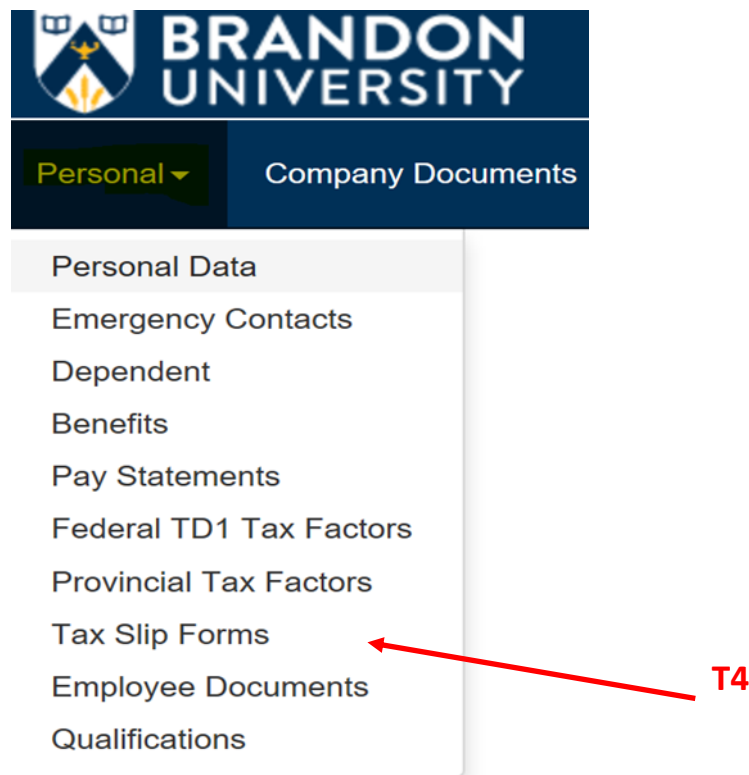
A successful login will show as follows:



Good afternoon Smith, Bob!

Welcome to Employee Self-Service

Click on "Personal" on the far-left side of the header to see the drop down menu. This is where you will be able to access your T4 statement at the end of February, 2018.



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*This document is available in alternative formats. If you have any questions please contact Human Resources, Room 337 Clark Hall, by email at [hr@brandonu.ca](mailto:hr@brandonu.ca), or by phone at 204-727-9782.*