

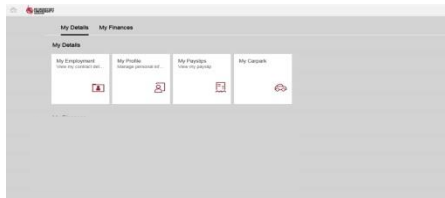
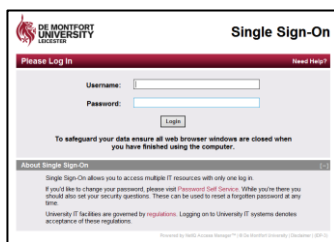
Busy Person's Guide – Getting Started

Getting access to DMUhub

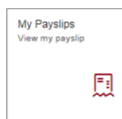
DMUhub is web-based, that means that as long as you can get on the internet, on any device (including mobile, tablet, laptop) you will be able to access DMUhub - even off campus.

Type this into your internet address field: **<https://dmuhub.dmu.ac.uk>**. We will **NEVER** email this link to you, please do not access DMUhub from an emailed link. The link is available on the DMUhub section of the staff pages. Access these pages from [here](#). You will need to use your usual Single Sign-On username and password to access DMUhub.

Top Tip: Save the page in your internet browser favourites or as an icon on your smartphone or tablet.

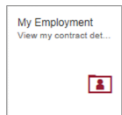


What can I do in DMUhub?



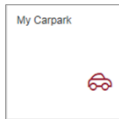
My Payslips

View your payslips. Your April 2017 payslip is available here.



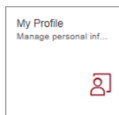
My Employment

View details about your employment with DMU including your work pattern, salary and notice period. You can't make any changes to this data. If there is something wrong email the correct information to hrenquiries@dmu.ac.uk



My Carpark

Request and renew your DMU carpark permits including permanent, temporary and disabled carpark permits.



My Profile

Maintain your personal details. You can change any field that has a pencil symbol. This includes, contact details, home address, bank details, next of kin and protected characteristics. You can also upload a photo.

Keep your data safe

NEVER share your password

ALWAYS lock your computer when you leave it

We will **NEVER** email the link to DMUhub

On Tuesday 25 April we are launching the first **FOUR** tiles. Further tiles will be added over the coming weeks.

This is the DMUhub landing page. If you are a budget holder you will also see three tiles under the 'My Finances' section.

Unitemps, External Examiners and Nurse Trainers will only see the My Payslip tile.

Need some support? DMUhub Help in three easy steps

1

Check the resources on [DMUhub staff pages](#). These pages are updated daily with top tips, FAQ's, more busy person guides per tile, training manual and interactive elearning.

2

Talk to your local Change Champion.

We have more than 100 Change Champions across faculties and directorates who have been trained with the sole purpose of helping you!

[Find out who they are here.](#)

3

Contact the ITMS Service Desk

Call the ITMS Service Desk (ext. 6050). Select option 2. Alternatively, you can email the Team [here](#).