

## Logging in to CHIME – Job Shop Workers

CHIME Web is accessed through an internet browser and is used to view and maintain your personal information including payslips, and enter and approve travel, expenses, project and HR information.

In order to log in you need to use your Staff network account. Note that your Student network account will not work in conjunction with CHIME.

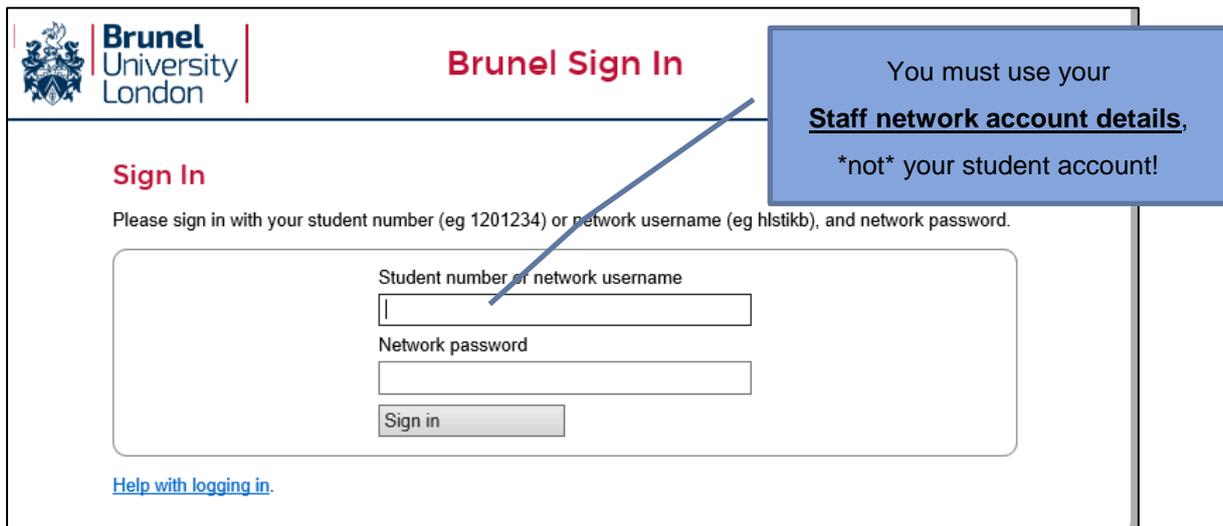
To log into CHIME Web from IntraBrunel (<https://intra.brunel.ac.uk>);

1. Click the CHIME link on the Tools menu on IntraBrunel. The CHIME IntraBrunel page is displayed. Here you will find further information on how to use CHIME e.g. videos, quick cards, FAQ and how to report issues via CHIME support).

2. Click **Log on to CHIME**.

(Alternatively, you can enter the CHIME Web address directly  
[https://brunel.unit4cloud.com/uk\\_bnl\\_live\\_sso/](https://brunel.unit4cloud.com/uk_bnl_live_sso/))

3. You may be prompted to enter your log in details. On campus PCs you may be signed in automatically using the current Windows user *\*(this must be your staff username)*.



4. **User name:** enter your Staff network login name.
5. **Password:** enter your Staff network password.
6. Click **Sign in**. CHIME Web opens.

## Access and security

### User profile

Your user profile and position determines which menus and screens you have access to, and what you will be able to do within those screens, for example, whether you edit or only view information.

### Screen lock

CHIME contains your sensitive information. Exit from CHIME if you are away from your desk, or lock your screen:

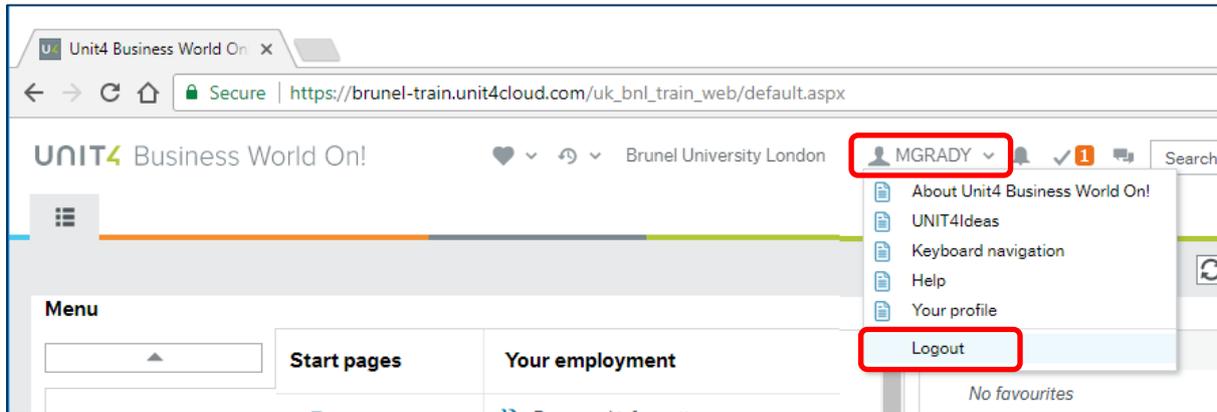


1. Press **[Ctrl] + [Alt] + [Del]**.
2. Select **Lock**.
3. Enter your password again to access the computer.

## Logging out of Self Service

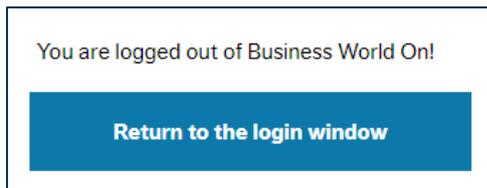
To log out of CHIME Web

1. Select your Username to expand the Action menu.
2. Click Logout.



You are logged out and the message **You are logged out of Business World On!** is displayed.

You have the option to return to the login window if you need to log back in.



After a period of inactivity (30 minutes) CHIME Web will automatically log you out!  
Any unsaved data entry tasks will be lost.