Employee Kiosk – Instructions for Printing Payslip & Payment Summary

Please see the following instructions on how to login to the Curtin Portal.

*Please note: ALL Curtin Staff members have a Portal login by default. Your access to Portal, and the Employee Kiosk will not expire until 18 months after your contract expiry.*

1) Go to the Curtin Home page. [www.curtin.edu.au](http://www.curtin.edu.au)  
(This page is updated monthly so the pic below may look different)

2) At the top of the page click on Staff Portal

![Curtin University Portal](image)

Then you will be directed to the login in screen .  
Please turn page over for further instructions
3) Once at the Portal Login, you will need to enter your staff ID # and your password. If you logged in successfully, go to Step # 8.

4) If you have forgotten your password, please click ‘forgot your password’ or contact CITS on 08 9266 9000.

5) If you have never been into Portal, click on the Activate Account and follow the steps to setup your Portal account. You will need your Staff ID & birthdate (DDMMYYYY) to create your account.

7) If you are not using a Curtin computer you will be asked to login for a second time as a security precaution.

8) Once you are into Portal, click on the picture link to the Kiosk (below).

9) The Kiosk will open up directly from that link. (If you are a former employee you may be asked to login again for security reasons.)
10) Click on the My Pay tab on the top line menu, then payroll details, then whichever option you wish for payslip or payment summary.

11) To print your Current Payslip, click on View Current Payslip and then the Print option in the top right corner of the page.

12) To View and print your previous *payslips*, click on the View Previous Payslips menu, and you will see them all listed (below).

Click on the pay date and this will open your payslip in the window. Click on the Print option in the top right corner to print it out.
13) To print a **Payment Summary** click on the Payment Summary menu under the Payroll folder.

This will list all previous tax years. Click on the Serial # next to the tax year you want to print.

14) On the next page, click on the link which says PAYG Payment Summary.

15) When you can view the Payment Summary (see below), you may choose to print if you wish. Printing options are different on each browser type (IE, Firefox, Chrome etc.)
16) If you are having issues viewing this document please try using Google Chrome as your browser. If you are using a non-Curtin computer please check you have not turned off ‘pop up’ as this will stop you being able to provide the second sign on required.