



## University of South Alabama Information for New Employees in the University General Division JagNet, JagMail, & PAWS

### **JagMail**

As a new employee, it is necessary for you to immediately obtain a University of South Alabama (USA) issued email address. This will enable you to routinely check your email for USA issued communications and information of importance related to your employment.

Follow the directions below to activate your email account.

University Employees - To activate a JagMail email account, click on the *JagNet* link located at the top of the University of South Alabama's Home Page, [www.southalabama.edu](http://www.southalabama.edu), and then select *Help*. Select the *Request Faculty/Staff Account* icon and complete the required fields.

### **JagNet**

JagNet is the authentication system used to access JagMail and other services, including USAonline (Sakai), PAWS, and Banner.

All currently employed USA faculty and staff (including USA Health employees) are assigned JagNet accounts. For most systems, your J Number (aka Jag Number) will be your username, but some will use the username portion of your email address or even your full email address. Your JagNet password is the same as your JagMail password, regardless of which form is used.

University Employees - If you have activated your JagMail (email) account as outlined above, no other action is needed. Your JagNet password will be the same as your JagMail password.

### **PAWS**

All employees may access and print personal information (such as pay stubs and leave balances) using the Personal Access Web System (PAWS). This confidential web-based system allows you to retrieve your personal information from anywhere, including a home computer, laptop, phone or tablet.

Log on using your own J-Number (aka Jag Number) and JagNet Password.

Follow the directions below to access PAWS:

1. Click the *Logins* link, located at the top of the University of South Alabama's home page, [www.southalabama.edu](http://www.southalabama.edu).
2. Click the *PAWS* link.
3. Enter your J Number (aka Jag Number) and JagNet Password and select Sign In. Once logged in, you can:
  - select the Personal Information tab to view or update your personal information in the system (such as mailing address and contact information)
  - select the Employee Services tab for other various options (such as consent to electronic W-2 and change federal tax withholding)

For employees who do not have convenient access to computers, kiosks are available at the Campus and USA Health Human Resources offices and may be used to establish employee accounts, routinely check email, and to access PAWS.