MyGJU Tutorial
HR & Payroll from MyGJU Portal

Dr. Feras Al-Hawari
Employee Login to the MyGJU Portal

1. Type the MyGJU URL in your browser

2. Enter your GJU Email username without the @

3. Enter your GJU Email password
Login Notes

Note 1: If your password is not complex (i.e., weak), then follow these steps:

1. Login to your Email using the GJU Web Mail at https://mail.gju.edu.jo/owa
2. Go to Options (gear icon on the right), then select the Change Password section
3. Enter your current password and your new complex password (note that complex passwords are at least 8 capital and small characters with symbols (e.g., @$/&.-_) and numbers)
4. Confirm your new password and sign out

Note 2: If nothing works, then check with the computer center to make sure your account is properly setup
Accessing your HR Data

Click on the My Profile button to see your HR data

My Profile
- Employee Information
- Employee Status
- Job Titles
- Promotions
- Commissions

Certificates
- Experiences
- Family Members
- Health Insurance
- Telephones

Banks Accounts
- Deductions Definitions
- Allowances Definitions
Accessing your Salaries

Click on the My Salaries button to get the Month filter.
Viewing a Salary Slip

1. Select Year and Month and then click the View Salary button to view the respective salary

Note: Since the system is new and there is no historical data, you will only be able to see your salaries starting from March, 2017 onwards.
Language Preferences

1. Go to the Preferences Tab
2. Click the Translate to Arabic button to get the Arabic screen
Thank You