Q. How do I login to MyJob?
A. MyJob can be used from any computer with internet access by using the link http://myjob.mu.edu. MyJob uses the same username and password as eMarq.

I. Type in your MU username and Password
   a. Call ITS at 414-288-7799 if you don't know your username. If possible have your MUID number ready.
   b. Your password is case sensitive.

III. Once you click on the “MU Benefits Annual Enrollment” folder you can begin your benefit enrollment process.

V. You have until **November 14, 2014** to complete your online enrollment. Be sure to review your confirmation page!

Q. I forgot my password (or it expired), and I have not registered my password recovery answers. How can I reset my password?
A. Please contact the IT Services Help Desk at (414) 288-7799

Q. I forgot my password and I did set my recovery answers already. How do I reset my password?
   1. To reset your password, go to https://reset.mu.edu/.

   **Enter your username and click Next.**
Note: If you get an “Access Denied” message, you may not have previously registered your password recovery answers. Please contact the IT Services Help Desk at (414) 288-7799.

2. Verify your identity by answering two of your password recovery questions. Click **Next**.

![Verify Your Identity: Submit Your Answers](image)

**Note:** If you cannot recall your answers, please contact the IT Services Help Desk at (414) 288-7799.

3. If you enter your answers correctly, you are prompted to choose your new password. Please note:

- Your new password must be **8 characters long or more**.
- **It must include THREE of the following:**
  - UPPERCASE characters (A to Z)
  - lowercase characters (a to z)
  - Numbers 0 through 9
  - Non-alphabet characters, for example !,$,#,%
- **It must not include all or part of:**
  - your username
  - your first name
  - your last name

Enter your new password then re-enter your new password. Click **Next**.

![Password Reset: Choose Your New Password](image)

4. If your new password was reset successfully, you will see the message “Success: Your password has been reset.”

![Success: Your password has been reset](image)

**Q. When I log in all my folders say “Undefined” and I can’t click or access anything in My MyJob Account. What should I do?**

**A.** This has to with compatibility view through your web Browser. If you’re using Internet Explorer, you’ll see a ‘ripped paper’ next to the refresh button. Click on that button →Log out→Log back in to Myjob. Your screen should display all the folder and buttons accordingly. If you still having issues call ITS at 414-288-7799.