

South Hamilton Community School District

Web Link **Log-In** Instructions for **LEAVE REQUEST**

Web Link Address: <https://wl.sui-online.com/southhamiltonIA>

User ID: (1st name initial and last name)
ex. Elizabeth Smith - esmith

Password: (last 4 digits of your SSN)

1. To log in, enter your **User ID** and **password**; click on “Login.”

To change your password after logging into Web Link.

- Click on **Settings** and then **Change Password**.
- Enter your current password, then your new password twice. Then click on **Change**.

If you forget your password, click on **Password Recovery**. Enter your **User ID** and your **Email address**. *This must be your South Hamilton Email address*. A message will appear that your password has been reset, and you will receive an Email message with your new password.

If you have difficulty with the Password Recovery, please email janet_greufe@s-hamilton.k12.ia.us or amy_trask@s-hamilton.k12.ia.us. We will reset your password for you. After five (5) invalid log-in attempts, you will get locked out of the system. If you get locked out, call for assistance. Also, the program will time out after thirty (30) minutes of inactivity, and you will have to login again.

Additional Tips for Using Web Link:

1. When navigating in Web Link, use the **Tab** key or your mouse to move from field to field. **Do not use the Enter/Return key – this will cause the system to terminate your session.**
2. You may need to have the web browser on your computer set to allow pop-up windows to use all functions in Web Link properly. The settings to allow pop-ups can be defined for just the web server used for Web Link if desired.
3. Refer to the Help File (accessed by selecting the **Help** menu, then **Web Link Help**) for step-by-step instructions on using the options in Web Link.
4. Tutorials are also available to help you navigate the Web Link module. Learn more about entering data, generating reports, and retrieving your pay stubs, government forms, and leave balances. Click on “Watch Now” to access the tutorials.
5. When exiting Web Link, always click the **Logout** option in the upper right corner to ensure your User ID does **not** get “locked” by the system. If you get locked out, call the Business Office for assistance.