



Pay Stub Access on DU Self Service : A Step-by-Step

The following is applicable to computers in Denison's Computer Labs and Offices:

Step One

Once you have logged into your Novell account, you want to double click on the Internet Explorer icon  located on the desktop.

Step Two

Denison's Homepage will load at this point. In the upper, left-hand corner you will see a link for  myDENISON. Click this link.


***If you are off campus, you'll need to go to www.denison.edu. The myDENISON link is in the upper right-hand corner in grey font.

Step Three

You are now viewing the authorization page of myDENISON. Enter your username and password and click the login button.

**Use your email username and password. Email and myDENISON require the same login information.

Step Four

You are now logged into myDENISON. To view your Pay Stub, locate the icon for DU Self Service on the left side of the screen.  . Click the link "Go to DU Self Service."

Step Five

A new window will open. For your username, you will use your D number (you must type in a capital D and then the last eight digits of your ID). You then will enter your pin number. (Should you forget your pin number, Human Resources can reset it for you).

Step Six

You're now viewing your personal DU Self Service account. Welcome! To view your Pay Stub, click the Employee link and then the Pay Information link within the list provided. Next, click on Pay Stub, choose the year you want and click on Display. Finally, click on the pay date you want to view.

Congratulations! You have successfully navigated your way through myDENISON and DU Self Service! To access web-time entry, you may use these instructions to access DU Self Service and your timesheet.