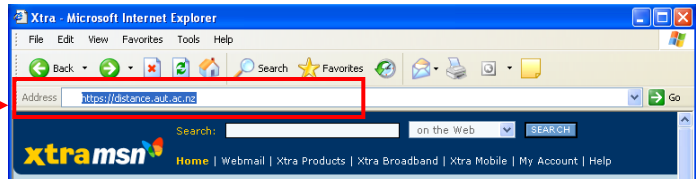


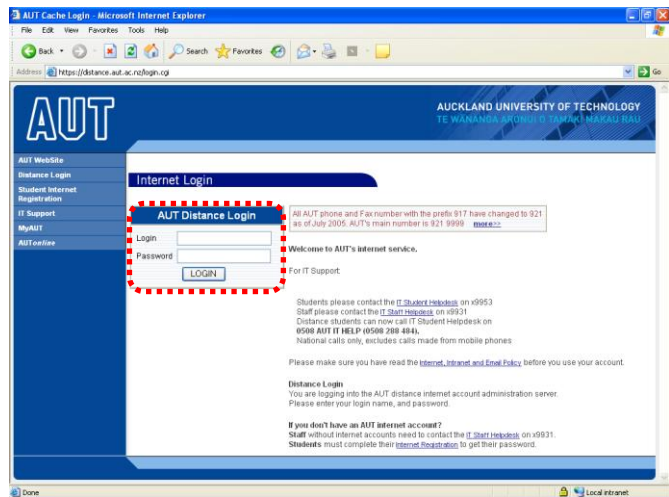
## HRIS access from Off-campus

1. Open your Internet browser and enter <https://distance.aut.ac.nz> in the **Address** field

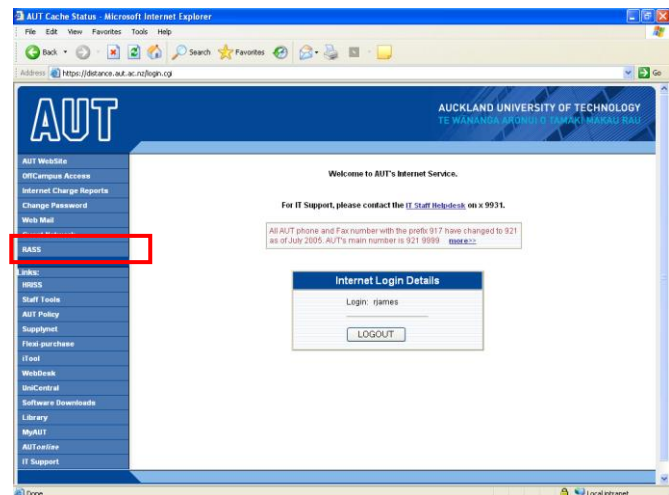


2. On the **AUT Internet Login** page:  
Enter your normal **AUT Login** and **password** (ie. the one you use each day when starting your computer at AUT), and then...

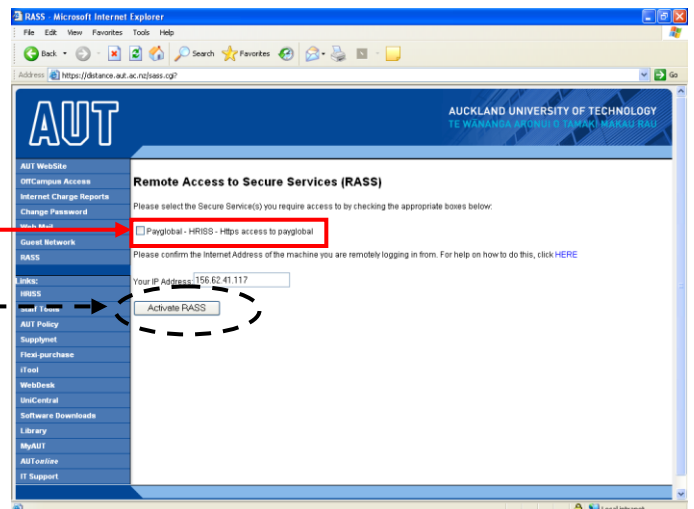
- Click the [LOGIN] button.



3. On the **AUT Internet Service** page access the remote secure server by clicking the **RASS** option



4. On the **RASS login** page:  
(a) Click the tick box next to **'PayGlobal – HRIS'**  
(b) Click the [ACTIVATE RASS] button.



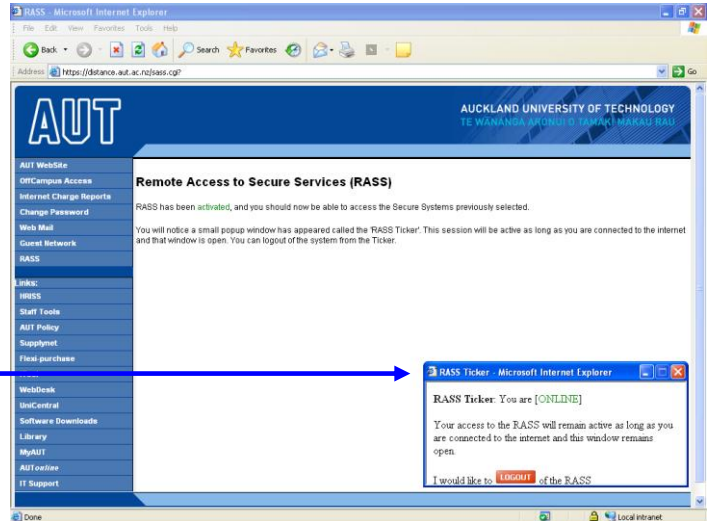
You will be notified at this point that **(RASS)** has been activated

- a small pop up box (the **RASS Ticker**) should appear at the lower right of your screen.

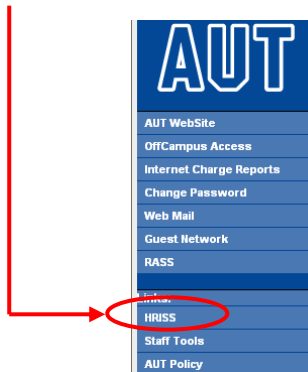
This is the **RASS Ticker**

While it is open you will have access to AUT's Remote Secure Services

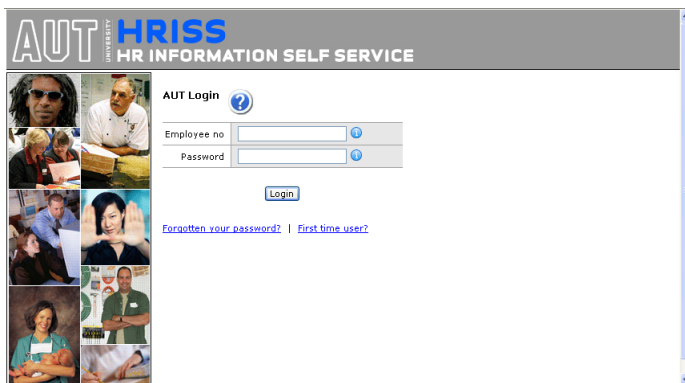
You can now log onto HRISS



5. Select **HRISS** from the left menu bar to open HRISS.



6. This will open the **HRISS Login** page – enter your **HRISS** login details: Employee Number and HRISS password and then click the [Login] button.



In HRISS select **My Leave** > New Leave Request tab and enter your leave details as required.

**After entering your leave details do the following to exit HRISS and RASS:**

1. Log out of HRISS by clicking the **Logout** option in the HRISS menu bar
2. Close the AUT web window Remote Access to Secure Services RASS
3. Close the RASS Ticker by clicking the [LOGOUT] button

