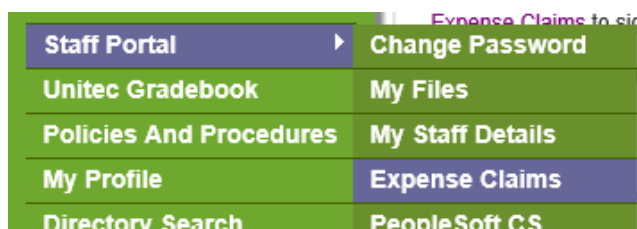# How to sign in to Staff Expenses

1. Go to Internet Explorer to open 'the Nest' (Unitec Intranet)
2. From the Quick Links options, click on **Staff Portal** and Click on **Expense Claims**

The login page will be presented:

3. Enter your **User ID** (same as your computer username) and your **password**
4. Click on **Sign In**

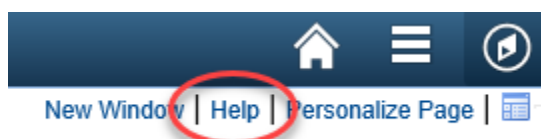The screen will refresh and display a list of WorkCentres

5. Click on **Expenses WorkCenter**

This will open Expenses WorkCenter.

HELP

If you would like to see tutorials to assist you with completing tasks in Expenses WorkCentre then click on the Help link that can be found in the top right of the screen once you have signed in.

This will open a new tab in your browser in which you can view short tutorials on various topics.

To logout

1. Click on the icon at top right of page

2. Click on Sign out