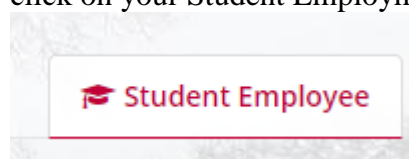
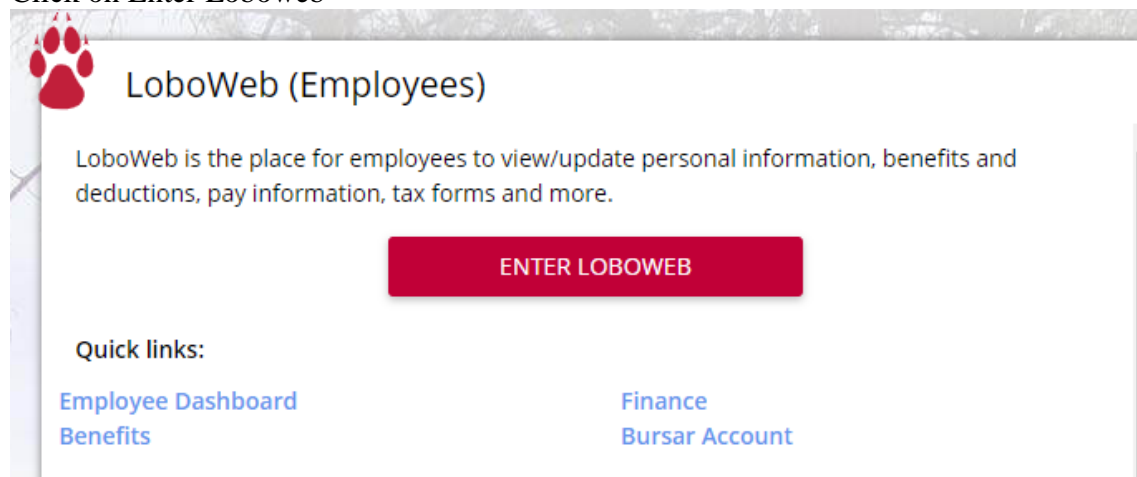
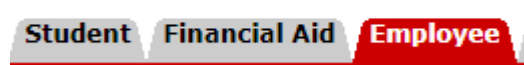
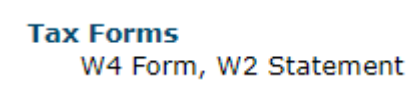
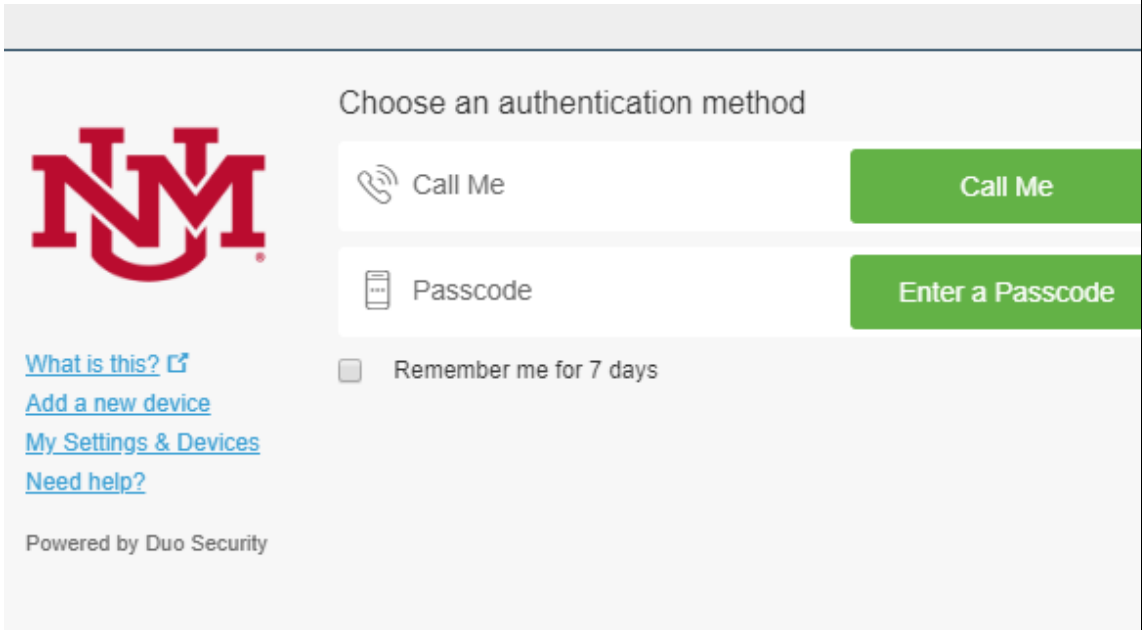


Student Employment: How to Check or Update your W4 Tax Form

Revision Date: 04/09/2019
 Responsible Department: Student Employment Office

Step #	Action/Field Name
1	Log into: my.unm.edu
2	click on your Student Employment tab 
3	If you do not have this tab please click on the + sign and add the Student Employment tab (more in-depth instructions in you Authorization Letter that was sent to you via email)
4	Click on Enter Loboweb 
5	Be sure you are in the Employee tab 
6	Click on Tax Forms 
7	You will be directed to the Duo 2 factor authentication page. Click on Continue

	<div data-bbox="298 197 863 819"> <p>Welcome to Duo 2 factor authentication</p> <p>You will see this screen when you access secure information in LoboWeb.</p> <p>The first time you sign in, you will need to enroll a phone. This can be a mobile (cell) phone or a landline (desk) phone. After you enroll a phone, you will use it (along with your netid and password) to login going forward. Learn more</p> <p>Click <i>Continue</i> below to proceed.</p> <p>Continue</p> </div> <div data-bbox="909 222 1432 703"> <p>What is 2 factor authentication?</p> <p>Two-factor authentication adds a second layer of security to sensitive EMP information in LoboWeb. Verifying your identity using a second factor (desk or mobile device) helps prevent anyone but you from logging in, even if they know your password. Learn more</p> <p>Important notes</p> <ul style="list-style-type: none"> • The first time you access sensitive information, you must enroll one or more devices. After enrolling, you will use the device for authentication to secure LoboWeb when going forward. • Avoid using the Safari browser on OS X and IOS - there are <i>known issues</i> with Safari. Encounter issues (like Banner ID/PIN login screen) on other browsers/desktop devices using "Incognito" or "Private" OR a laptop/desktop instead of a mobile device. • If you are a new hire, it may take 2 or more days for your Duo account to be initialized. If you see an "Account Disabled" message until initialization completes. • This interface IS NOT used for Student bursar account direct deposit. <p>Review FAQs Contact UNM IT</p> </div>
8	Login
9	<p>Click "call me" it is faster than the "enter a passcode" selection and follow the voice instructions on the line.</p> <div data-bbox="298 1008 1432 1633">  <p>The screenshot shows the Duo authentication interface. On the left is the UNM logo. The main heading is "Choose an authentication method". There are two primary options: "Call Me" with a phone icon and a green "Call Me" button, and "Passcode" with a keypad icon and a green "Enter a Passcode" button. Below these is a checkbox for "Remember me for 7 days". On the left side of the screen, there are links for "What is this?", "Add a new device", "My Settings & Devices", and "Need help?". At the bottom, it says "Powered by Duo Security".</p> </div>
10	<p>Click on Federal Tax Exemptions or Allowances (W4)</p> <hr/> <p>Federal Tax Exemptions or Allowances (W4)</p>

11	You do not to make any changes here. Please just verify if everything is correct and accurate.
12	If changes need to be made select update at the bottom of the screen and proceed to make the corrections and then click save. <u>History Update Contributions or Deductions Vendor Web Site</u>
13	Exit out of the screen and you are good to go.

Please call 505-277-3511 for any questions.