



How to Set Up a Jira Account

The first time employees fill out the LinkUW Request Form, they will be prompted to create an account. Follow the steps below in the next section.

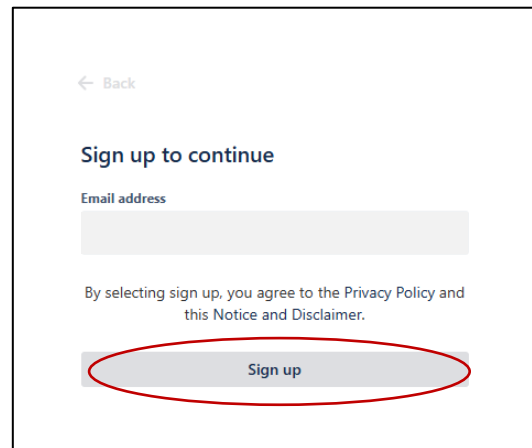
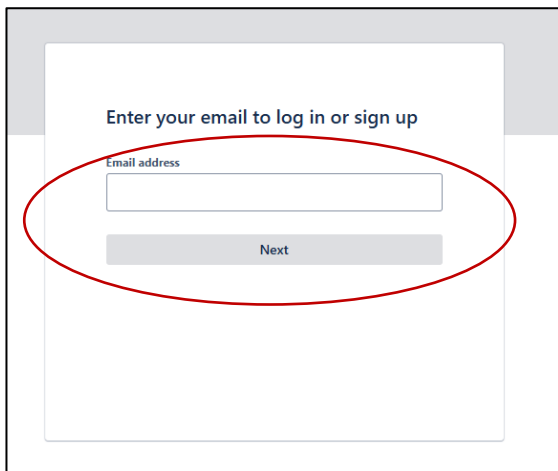
If you are unable to create an account, please reach out to LinkUW in one of the following ways:

- Send an email to help.linkuw@wisc.edu
- Visit LinkUW during one of the walk-in hours at 21 North Park Street, Suite 5301
 - **HR Hours:** Tuesdays and Thursdays from 8 a.m. to 4:30 p.m.
 - **Finance Hours:** Tuesdays only from 8 a.m. to 4:30 p.m.
- Call LinkUW at 608-262-8100

Note: This is not connected to your Wisc ID meaning that when your NetID password changes, this password will NOT change. Please use your Wisc email address to sign up.



How to create a Jira Account



1. Enter your wisc.edu email address to begin. Then click "next" (see above).
1. You will then be prompted to click the "sign up" button (see above). Click the button.
2. A link will be sent to the email address you used in step one.
3. Click on the link in your email. You will be redirected to a page to create a password.
2. Create a password that you can remember.

4. Once you complete this step, you will have an active Jira account and can start sending requests to LinkUW.
5. In the future, if you need to sign in, you will use the email address and password you selected in the above steps.

ESPAÑOL / SPANISH

Si quiere solicitar servicios de traducción o interpretación en español por favor llame a la Oficina de Servicios Lingüísticos y Culturales (Oficina de Recursos Humanos) al (608) 263-2338; (608) 263-0623 o al (608) 265-0838. O escribanos al correo electrónico spanish-cla@wisc.edu. Gracias.

HMOOB / HMONG

Yog koj xav tau kev pab txhais ntawv los lus Hmoob, thov hu rau *Cultural Linguistic Services (Office of Human Resources)* rau (608) 263-2217 los xa ntawv rau hmong-cla@wisc.edu. Ua Tsaug.

བོད་ཡིག / TIBETAN

ཁྱེད་ལ་བོད་སྐད་ཐོག་སྐད་སྒྱུར་དང་ཡིག་སྒྱུར་གྱི་ཚོགས་རམ་དགོས་ཆེ། རིག་གཞུང་སྐད་ཡིག་ཞབས་ཞུ་ཁང་ (ལས་ཁྱེད་བདག་གཉེར་ལས་ཁུངས་) ལ་ཁ་ལམ་
(608) 890-2545 རམ་སྒོག་འཕྲིན་ tibetan-cla@wisc.edu ལ་འབྲེལ་བ་གནང་རོགས་ཞུ། ལུགས་རྗེ་ཆེ།

中文 / CHINESE

如果您需要中文笔译或口译服务，请联系文化语言服务中心（人力资源办公室），电话
(608) 890-2628或电子邮箱 chinese-cla@wisc.edu。谢谢！

नेपाली / NEPALI

यदि तपाईंलाई नेपाली भाषाको अनुवादन वा उल्था सेवा आवश्यक भएमा, कृपया सांस्कृतिक भाषागत सेवा,
(मानव संसाधन कार्यालय) को (608) 262-7521 वा nepali-cla@wisc.edu मा सम्पर्क गर्नुहोला । धन्यवाद ।