

This guide is meant to be used as a quick reference for the main steps required for users to log in and to use the features of the Employee Portal. Before getting started, you must have your login and initial password.

Log in to the Employee Portal

1. Click on the Employee Portal link available on the district web site.
2. Enter the assigned login and password*. Upon first login, your **MY ACCOUNT** screen will display.

You only need to complete steps 3-5 the first time you log in, unless you choose to make additional changes.

3. Enter a new password and enter/change your e-mail address.
4. Create a password question and answer to use in the event that you forget your password.
5. **SAVE** the changes.
6. The **MESSAGE CENTER** and **EMPLOYEE** tab will display.

The options available on the **EMPLOYEE** tab may vary. Please see below for more information.

Message Center Tab

By default, the **MESSAGE CENTER** displays available messages loaded by your district. These messages consist of text and can include attachments or a link to a valid URL. Initially, the first 50 characters of each message display in the grid. Click the desired message link to display the full message.

Employee Tab

1. Click the **EMPLOYEE** tab to display all available employee options.
2. Select each option to access that online feature.

Pay History

1. By default, the current year displays in the **Year** field. As needed, select a different year from the drop-down list box. To display a list of available check dates for the specified year, click the **Accept** button.
2. Click the desired **Check Number**. The stub for that date will display.
3. Review the check stub. You can use your browser's print feature to print the check stub.

Absences

1. Click the **ABSENCE** tab to display your absence types with current balance information.
2. To view the history detail for one absence type, click the **Absence Code** link. The absence information displays for review.
3. To generate a report for one absence type, select an **Absence Code** and then click the **Absence Review Report** button. To review all history in date order, select the **Review All Absences** button. Then, you can generate the *Absence Review Report*. You can use your browser's print feature to print the report.

Personnel

The release of the Personnel option is approaching.

This option will allow you to review your personnel information and to request changes.

* *The default password may be the last four digits of your social security number.*