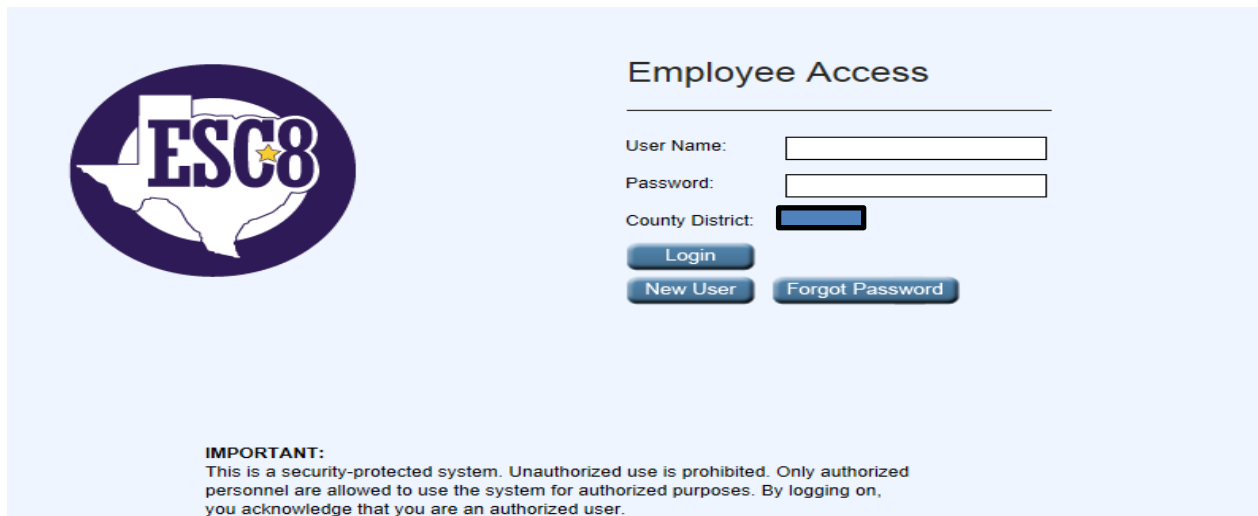


Employee Logon

Please enter the URL to open the Employee Access Login page or select Employee Access from your Web home page (your HR Department staff will instruct you on how to get to the site).

URL:



Employee Access

User Name:

Password:

County District:

IMPORTANT:
This is a security-protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user.

Login

The **Login** button is for the user who has already established a user name and password. (The following page will describe how to set up as a new user using the system for the first time.) Existing users:

- In the **User name** field, type the user name. This is not case-sensitive.
- In the **Password** field, type the password. This is case-sensitive, and the typed text will be hidden.

If the user name/password combination is not correct after three attempts, the password will be protected, and you will be instructed to use the **New User** or **Forgot Password** functionality.

- Click **Login**. The main menu is displayed.
- If the user has not created a user name or password or has entered an incorrect user name or password, an error message will display.



New User

The **New User** button allows the user to create a security record that is mapped to a specific employee record in Human Resources.

From the Logon page, click **New User**. The New User page will display prompting the user to enter the employee number, date of birth, and zip code. If this information does not match what exists in the district's database for the employee, the user will not be able to create a user ID and password.

This screenshot shows the 'Employee Access > New User' page. At the top left is the TxEIS logo. The page title is 'Employee Access'. Below the title, it says 'Employee Access > New User' and 'Page ID: 01'. A red instruction reads: 'Please enter your employee number, date of birth, and zip and click Retrieve.' The form contains three input fields: 'Employee Number' (with '(no dashes)' to its right), 'Date of Birth' (with '(mm dd yyyy)' to its right), and 'Zip Code'. A 'Retrieve' button is located to the right of the Zip Code field.

- In the **Employee Number** field, type your employee number. This number can be found on your Wage & Earnings Statement or from the Payroll Department.
- In the **Date of Birth** field, type your date of birth in the mm dd yyyy format.
- In the **Zip Code** field, type your zip code.
- Click .
 - If you have already created a user ID and password, a message will display instructing you to contact the personnel office.

This screenshot shows the 'Employee Access > New User' page with the form fields filled out. The 'Employee Number' field contains '000007', the 'Date of Birth' field contains '11 / 04 / 1961', and the 'Zip Code' field contains '57935'. A red error message at the top of the form area reads: 'User account already associated with employee. Please contact personnel office to delete existng user account before creating a new one.' The 'Retrieve' button is still present.

- If you have never created a user ID and password, and you enter the information correctly, a second New User page is displayed.
- On the second page, the employee number, date of birth, zip code, last name, and first name are display only. This is the security record that will be attached to your record.
- If you are not a new user but have forgotten your password, the **Forgot Password** button is displayed.

Employee Access > New User Return to Login Help

Page ID: 01

Employee Number 000256 Save

Date of Birth 08-09-1959

Zip Code 57914

Last Name BORDNER

First Name MARY

Please enter the security information and click the save button.

User Name

Password

Password Verification

Work E-mail Mary.bordner@ESC20.net

Home E-mail

Home E-mail Verification

Hint Question

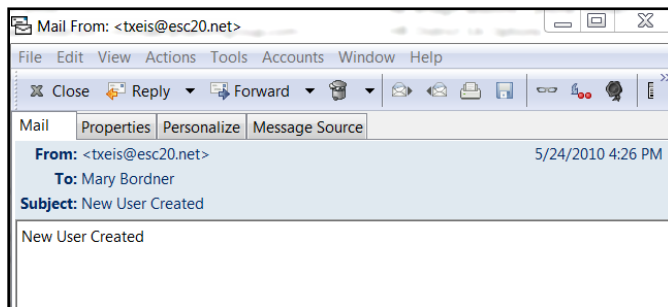
Hint Answer

- In the **User Name** field, type your user name.
 - It must be six to eight characters and must be unique within the district.
 - It is not case-sensitive.
 - It must be verified to be unique in the system before it is accepted.
 - It links the security information to the employee information via the employee number.
- In the **Password** field, type a password.
 - It must be six to nine alphanumeric characters.
 - **It may have uppercase letter and lowercase letters.**
 - It is case-sensitive.
 - It is encrypted in the database.
- In the **Password Verification** field, retype the password for verification and validation.
- In the **Work E-mail** and **Home E-mail** fields, type your e-mail addresses.
 - An existing e-mail address will be displayed, but cannot be modified.
 - If an e-mail address does not exist, one can be entered.
 - E-mail addresses will be saved, and can be retrieved on the Human Resources, Demographic Information, Staff Demo page.

- The e-mail address is used for the *Forgot Password* notification.
- In the **Work E-mail Verification** and **Home E-mail Verification** fields, retype your work and home e-mail addresses for verification.
- In the **Hint Question** field, type the question to be asked in the event that you forget your password. The hint question is displayed on the second *Forgot Password* page.
- In the **Hint Answer** field, type the answer to the hint question. **The field is case-sensitive.**

The hint question and hint answer are used for authenticating the user when the password is forgotten.

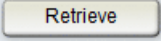
- Click **Save** to save the information.
Your user name, password, hint question, and hint answer are saved in an internal table.
- There is only one logon per user. An e-mail message will be sent to you confirming a new user was created.



Forgot Password

The **Forgot Password** button on the Login screen gives you the chance to recover your security record if you have forgotten your password. Your e-mail address would have to be available in your employee record.

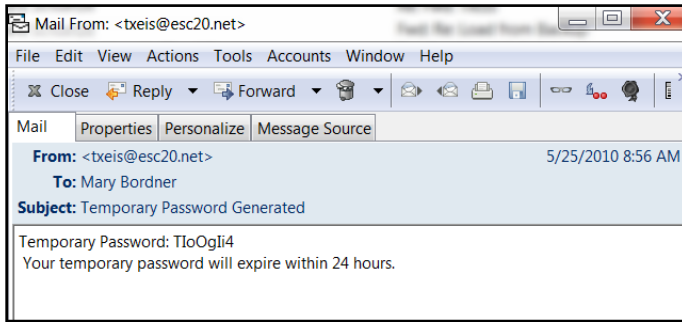
From the Logon page, click **Forgot Password**. The Forgot Password page will display prompting you to enter the social security number, date of birth, and zip code.

- In the **Employee Number** field, type your employee number. Leading zeros are not required.
- In the **Date of Birth** field, type your date of birth in the mm dd yyyy format.
- In the **Zip Code** field, type your zip code.
- Click .
- The second Forgot Password page is displayed. This page allows you to authenticate the user with the information the system finds and verify the user with the hint answer.

The employee number, date of birth, zip code, last name, and first name are display only.

- The hint question is displayed to which you provided an answer when you logged on as a new user. Type the answer to the hint.
 - The answer is case-sensitive.
 - You have three chances to answer the question correctly. If the question is not correctly answered, the answer will be protected, and you will be asked to call personnel to have your security information deleted. You may then register again as a new user
- Select the e-mail address to which the system will send the password.

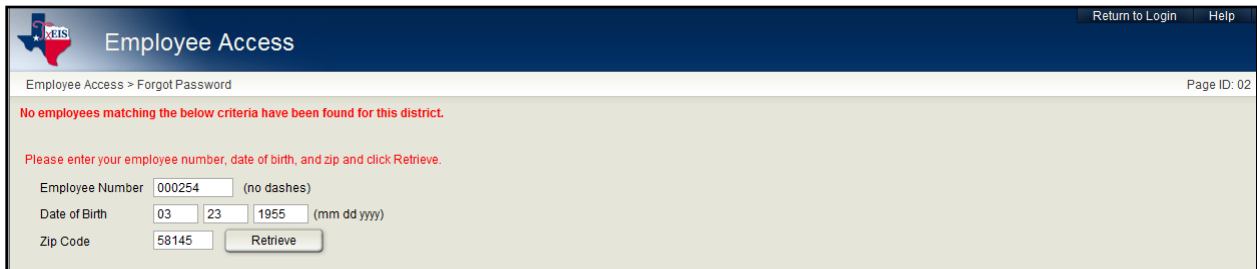
- Click **Submit**. A temporary password will be sent to the selected e-mail address.



- The e-mail message will advise you that the temporary password will expire in 24 hours. Only three temporary passwords will be allowed.
- After three temporary passwords, you will be asked to call personnel to have your security information deleted.

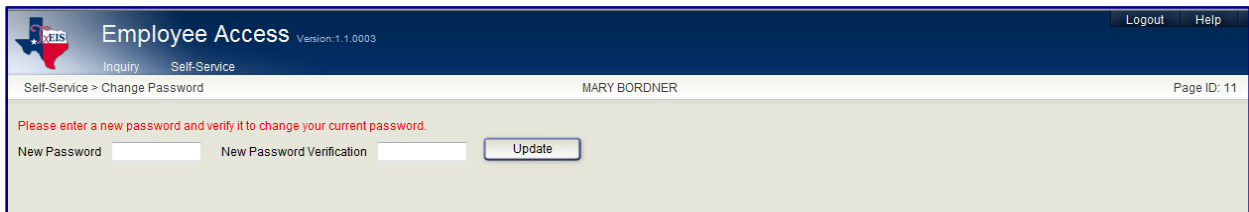
If there is not an e-mail address on file, you are instructed to call your personnel office to have your security information deleted. You may then register again as a new user.

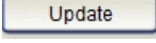
- When you log on with the temporary password, you will be forced to change the temporary password.
- If you are not an established user with a password, but are in fact a new user, an error message will display.



Change Password

To change your password, or to log on with a temporary password, select Self-Service, and then select Change Password. The Change Password page will display.



- In the **New Password** field, enter your new password and enter it again in the **New Password Verification** field.
- Click .
A save successful message will display in the upper left corner of the screen.
- The system will automatically send you an e-mail notifying you that your password has been changed.

Inquire Employee Information

- Select *Inquiry* and a Menu will drop down for you to choose what area you want to *Inquire*.



Note: Currently the only option above that has a PRINT button on the screen is the Current Pay Information. The other options will soon have a Print button added.