

# Employee Access

## Logon

### 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.



## New User

The New User page establishes security information for a new user.

### To log on as a new user:

From the Employee Access logon page, click **New User**. The New User page is displayed.



1. The **Employee Number** or **Social Security Number** field will be displayed depending on the district option settings. Type your employee number, or type your nine-digit social security number.
2. In the **Date of Birth** fields, type your birth date in the MM DD YYYY format.
3. In the **Zip Code** field, type your five-digit zip code.
4. Click **Retrieve**.
  - This data is verified to ensure that you are authorized to use the system.
  - The **Employee Number**, **Date of Birth**, **Zip Code**, **Last Name**, and **First Name** fields are display only and cannot be modified.
  - Additional fields are displayed for the new user.

5. In the **User Name** field, type a six-to-eight character user name. (No embedded spaces are allowed.) The name must be unique within the district; it is not case-sensitive.
6. In the **Password** field, type an eight-to-nine character password.
7. In the **Password Verification** field, retype the eight-to-nine character password that you typed in the **Password** field.
8. In the **Work E-mail** field, type the work e-mail address if it does not display. If a work e-mail address already exists, this field will not be available for modification.
9. In the **Home E-mail** field, type the home e-mail address if it does not display. If a home e-mail address already exists, this field will not be available for modification.
10. In the **Home E-mail Verification** field, retype the home e-mail address that you typed in the **Home E-mail** field (if available for modification).
11. In the **Hint Question** field, type a question you will be asked in the event that you forgot your password at a later date.
12. In the **Hint Answer** field, type the answer to the hint. **This is case-sensitive.**
13. Click **Save**.

## Forgot Password

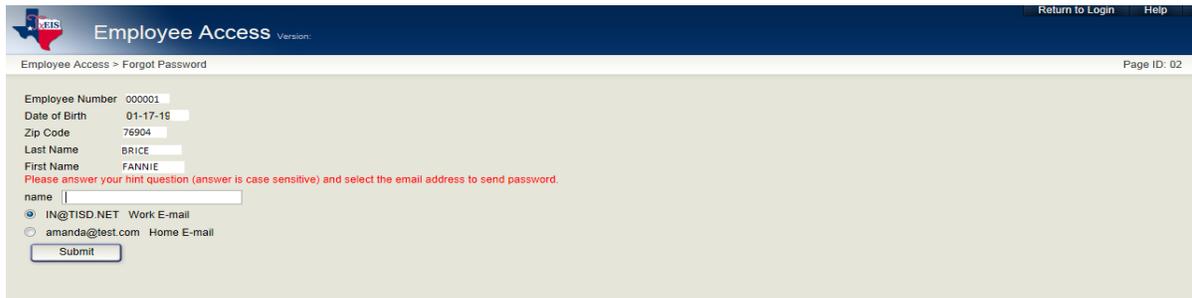
The Forgot Password page assists you when you have forgotten your password.

### To log on if you have forgotten your password:

From the Employee Access logon page, click **Forgot Password**. The Forgot Password page is displayed.



1. The **Employee Number** or **Social Security Number** field will be displayed depending on the district option settings. Type your employee number, or type your nine-digit social security number.
2. In the **Date of Birth** fields, type your birth date in the MM DD YYYY format.
3. In the **Zip Code** field, type your five-digit zip code.
4. Click **Retrieve**.
  - This data is verified to ensure that you are authorized to use the system.
  - The **Employee Number, Date of Birth, Zip Code, Last Name, and First Name** fields are display only and cannot be modified.
  - Additional input fields are displayed.



5. The hint question is displayed to which you provided an answer when you logged on as a new user. In the hint answer field, type the answer to the hint.
  - You have three opportunities 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.
6. The e-mail address is selected to which you want your user name and password sent.
7. Click **Submit**.
8. The Employee Access logon page is displayed with the following message, "Temporary Password successfully created. Please check your e-mail."
9. Check your e-mail account for the user name and password, and log on again. The new password is valid for up to 24 hours.