

New Employee 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.



From the Logon page, click **New User**. The New User page will display prompting the user to enter the employee number (or social security 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.

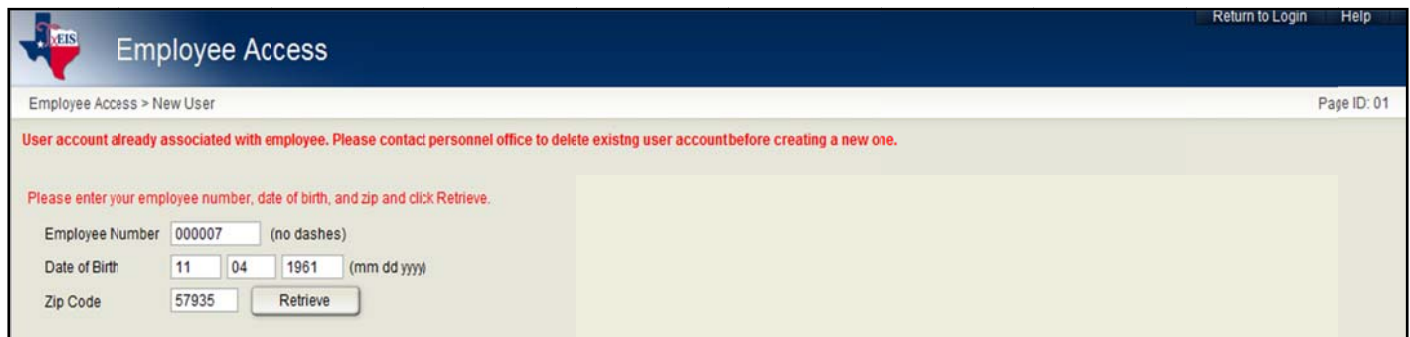
Please enter your employee number, date of birth, and zip and click Retrieve.

Employee Number (no dashes)

Date of Birth (mm dd yyyy)

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 .
- If you have already created a user ID and password, a message will display instructing you to contact the personnel office.
-



- 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/social security 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 (that is, the employee number is currently associated with a security record user name and password), the **Forgot Password** button is displayed.

Employee Access > New User

Employee Number

Date of Birth

Zip Code

Last Name

First Name

Please enter the security information and click the save button.

User Name

Password

Password Verification

Work E-mail

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 **eight alphanumeric characters**.
 - It must have one uppercase letter, one lowercase letter, and one number.
 - 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.
 - 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.