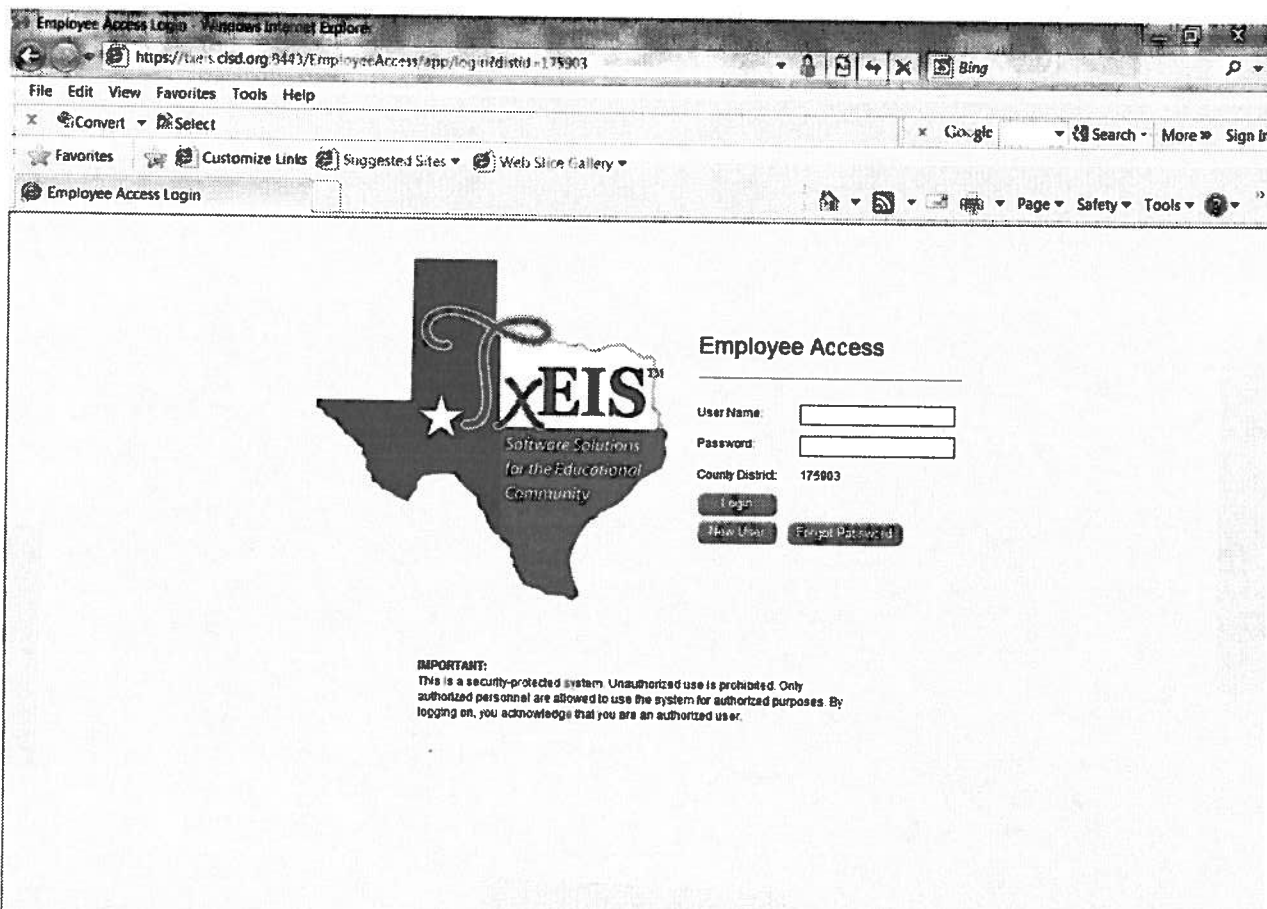


Log-In Instructions for the Employee Access

<https://txeis.cisd.org:8443/EmployeeAccess/app/login?distid=175903>

You will also be able to access
the site at the CISD web page
under Staff Resources.

www.cisd.org



Employee Access Login

Employee Access

User Name:

Password:

County District: 175903

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.

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.

Please enter your social security #, date of birth, and zip and click Retrieve.

Social Security #	<input type="text"/>	(no dashes)	
Date of Birth	<input type="text"/>	<input type="text"/>	(mm dd yyyy)
Zip Code	<input type="text"/>	Retrieve	

1. The Social Security Number field will be displayed. 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.

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Employee Number	EMPLOYEE NUMBER WILL BE DISPLAYED
Date of Birth	YOUR BIRTHDATE WILL BE DISPLAYED
Zip Code	YOUR ZIP CODE WILL BE DISPLAYED
Last Name	LAST NAME WILL BE DISPLAYED
First Name	FIRST NAME WILL BE DISPLAYED

Please enter the security information and click the save button.

User Name	<input type="text"/>
Password	<input type="password"/>
Password Verification	<input type="password"/>
Work E-mail	<input type="text"/>
Home E-mail	<input type="text"/>
Home E-mail Verification	<input type="text"/>
Hint Question	<input type="text"/>
Hint Answer	<input type="text"/>

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. (Ex. First initial and last name)
6. In the Password field, type a six-to-nine alphanumeric password. The password requirements are 1 upper case, 1 lower case, 1 number, and 1 special character. In the Password Verification field, retype the six-to-nine alphanumeric 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 forget 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 logon if you have forgotten your password:

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

Please enter your social security #, date of birth, and zip and click Retrieve.

Social Security #	<input type="text"/>	(no dashes)		
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	(mm dd yyyy)
Zip Code	<input type="text"/>	<input type="button" value="Retrieve"/>		

1. The Social Security field will be displayed. Type your nine-digit social security number.
2. In the Date of Birth fields, type your birth date in the MM DA 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.

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Employee Number

Date of Birth

Zip Code

Last Name

First Name

Please answer your hint question (answer is case sensitive) and select the email address to send password.

Example: What is oldest child's middle name?

Your work E-mail

Home E-mail

Submit

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.