



employeeportaloptions

Table of Contents

Set up EmployeePortal Options

Use the District EA Options page to set the appropriate district options for EmployeePortal.

Select **Employee Number** or **Social Security Number** to identify the number to be used for each employee in EmployeePortal. By default, the **Employee Number** is selected; however, it is **recommended** to use select **Social Security Number** since employees typically know this and may not be familiar with their assigned Employee Number. This is helpful if the employee forgets their password and has to follow the Forget Password steps.

Under **Enable:**

- Select **Employee Access System** to enable EmployeePortal.
- Select all of the pages/features to enable in EmployeePortal for your employee to view and/or perform maintenance requests.



Back Cover