



# Create Account



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# New User

This page is used to establish security information for a new user.

## Log on as a new user:

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

Field	Description
<b>Employee Number or Social Security Number</b>	Depending on the district settings, type your employee number or type your nine-digit social security number.
<b>Date of Birth</b>	Type your birth date in the MMDDYYYY format.
<b>Zip Code</b>	Type your five-digit zip code.

Click [Retrieve](#).

<b>User Name</b>	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.
<b>Password</b>	Type an six-to-nine character password.
<b>Password Verification</b>	Retype the six-to-nine character password that you typed in the <b>Password</b> field.
<b>Work E-mail</b>	Type the work e-mail address if it does not display. If a work e-mail address already exists, this field is not available for modification.
<b>Work E-mail Verification</b>	Retype the work e-mail address that you typed in the <b>Work E-mail</b> field (if available for modification).
<b>Home E-mail</b>	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.
<b>Home E-mail Verification</b>	Retype the home e-mail address that you typed in the <b>Home E-mail</b> field (if available for modification).
<b>Hint Question</b>	Type a question you will be asked in the event that you forget your password at a later date.
<b>Hint Answer</b>	Type the answer to the hint. This is case-sensitive.

Click **Save**.



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