



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

Click [Retrieve](#).

User Name	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.
Password	Type an six-to-nine character password.
Password Verification	Retype the six-to-nine character password that you typed in the Password field.
Work E-mail	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.
Work E-mail Verification	Retype the work e-mail address that you typed in the Work E-mail field (if available for modification).
Home E-mail	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.
Home E-mail Verification	Retype the home e-mail address that you typed in the Home E-mail field (if available for modification).
Hint Question	Type a question you will be asked in the event that you forget your password at a later date.
Hint Answer	Type the answer to the hint. This is case-sensitive.

Click **Save**.



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