



**ORANGE COUNTY  
DEPARTMENT  
OF EDUCATION**

200 KALMUS DRIVE  
P.O. BOX 9050  
COSTA MESA, CA  
92628-9050  
(714) 966-4000  
FAX (714) 432-1916  
[www.ocde.us](http://www.ocde.us)

**AL MIJARES, Ph.D.**  
County Superintendent of Schools

**ORANGE COUNTY  
BOARD OF EDUCATION**

JOHN W. BEDELL, PH.D.

DAVID L. BOYD

ROBERT M. HAMMOND

ELIZABETH PARKER

KEN L. WILLIAMS, D.O.

To: Directors, Business  
Directors, Human Resources  
Managers and Supervisors, Payroll  
Managers and Supervisors, Human Resources

From: Gary Stine, MPA, Director, Support Services

Date: November 21, 2013

**Subject: New Release of Employee Information System (EIS)**

The Orange County Department of Education (OCDE) is pleased to announce the release of a new version of the Employee Information System (EIS). EIS provides all school district employees with access to their pay stubs and W-2 information through the web. The new version of EIS is now available and can be accessed by visiting:

<https://employee.ocde.us> **Please note the new website address!**

The new version of EIS was developed using input gathered from district staff since it was first released in 2005. EIS has several new features, improved functionality, a fresh new look, and simplified navigation. Security has changed in order to provide employees with an interface which is similar to the other web-based applications they use. Rather than using an Employee ID to access the system, employees are now able to use an email address of their choice as their "user name". EIS also incorporates password reminders and self-service features which will allow employees to reset their own passwords.

All employees will need to register before using the new EIS system at <https://employee.ocde.us> in order to take advantage of new features. The existing EIS system (<https://eis.ocde.us>) will remain live until December 31, 2013 in order to provide employees with enough time to register for the new system.

In an effort to help ease the transition, we have attached an ***EIS Quick Start Guide*** to be distributed to your employees and created an email helpdesk for employees should they need assistance. Please direct employees to email [EIShelp@ocde.us](mailto:EIShelp@ocde.us) for help registering or using the new system.

Thank you in advance for your support as we transition to the new Employee Information System (EIS). We look forward to a successful implementation.

Enclosures

CC: Assistant Superintendents and Vice Chancellors, Business  
Assistant Superintendents and Vice Chancellors, Human Resources



## Registering for the New Employee Information System (EIS)

Before beginning, make sure you have the following information available:

- Employee ID
- Last 4 digits of your Social Security Number
- Date of Birth
- Valid Email Address\*

*\*If you don't have an email address, use the directions at the end of this guide to create one for free*

### Let's get started!

1. Open a web browser and go to the following address:

<https://employee.ocde.us>

If registered, enter login and password.  
If not registered, go to [Register User](#).

Email Address:

Password:

[Continue](#)

[Forgot password?](#)  
[Need to register?](#)

2. Once the welcome screen comes up, click the [Register User](#) link (as shown below).

If registered, enter login and password.  
If not registered, go to [Register User](#).

Email Address:

Password:

[Continue](#)

[Forgot password?](#)  
[Need to register?](#)



3. Next, the EIS Notice and Terms of Use will be displayed.

Welcome to the OCDE/Orange County Superintendent of Schools Employee Information System (EIS) website. This website is provided to you as a service and is subject to this Notice and Terms of Use.

**Privacy Policy:** The OCDE/Orange County Superintendent of Schools is committed to protecting the privacy and security of your personally identifiable information. This privacy policy describes the types of information we collect, how we use this information, and the measures we take to protect it. This policy applies to the website, use and/or submission by you of any personal information in connection with this website.

**Notice:** OCDE/Orange County Superintendent of Schools, as developer and manager of this website, have taken steps to safeguard the integrity of this website, including but not limited to, authentication, monitoring, auditing and encryption. Security measures have been integrated into the website to prevent unauthorized access, use, disclosure, destruction, or modification of the information contained on the website. We are taking business, legal or other advice as need arise to protect the security of the information provided through this website. This website is maintained to ensure proper operation, to provide a variety of available security features, and for comparative purposes. Unauthorised interference with or damage done to the website, to deface the website, or to commit any other illegal acts, is prohibited. The use of this website for intended purposes is prohibited and may result in criminal prosecution.

**Disclaimer of Warranties:** This website and the information contained herein is provided "as is" by OCDE/Orange County Superintendent of Schools. OCDE/Orange County Superintendent of Schools makes no express or implied warranties concerning the content of this website and the information contained herein, no warranty of any kind, express or implied, is given with respect to the contents of the website and the information contained herein. OCDE/Orange County Superintendent of Schools makes no representations or warranties with respect to the accuracy, reliability, or timeliness, (hereinafter, "as is") results obtained by the use of the website, or the use of any content or other material obtained from the website will meet your expectations or requirements.

**Disclaimer of Limitations:** The OCDE/Orange County Superintendent of Schools website at times may contain some content that is supplied by third parties. Certain content may be subject to copyright, trademark, patent, or other intellectual property rights. Any such rights are reserved by the respective owner. OCDE/Orange County Superintendent of Schools is not responsible for any such rights or for any content that may infringe upon them. OCDE/Orange County Superintendent of Schools is not responsible for any damages or losses that may result from the use of such content. OCDE/Orange County Superintendent of Schools is not responsible for any damages or losses that may result from the use of any content or other material obtained from the website.

**Limitation of Liability:** To the full extent permitted by law, OCDE/Orange County Superintendent of Schools are not liable for direct, indirect, special, special, incidental, consequential or exemplary damages, including, without limitation, use of business, revenue, profit, product, use, or service, loss of business, revenue, profit, product, use, or service, loss of data, loss of equipment, loss of goodwill, loss of anticipated profits, or other information or content expressed or made available by third parties or users are those of the respective author(s) or supplier(s) and are the sole responsibility of such author(s) or supplier(s). OCDE/Orange County Superintendent of Schools is not liable for any damages or losses that may result from the use of any content or other material obtained from the website.

**Notice to Other Sites:** This website has links to other sites. When you link to another site, you are no longer on the OCDE/Orange County Superintendent of Schools website and you are subject to the rules and terms of use of the new site.

**Choice of Laws:** This notice and terms of use are governed by the laws of the State of California and are subject to change without notice.

**Collection of Information/Cookies**

Cookies are small text files stored on your computer by your web browser by many commercial organizations. In order to provide special functionality to the OCDE/Orange County Superintendent of Schools website for specific purposes such as business applications, cookies may be used that remain on your computer from session to session. OCDE/Orange County Superintendent of Schools is not responsible for cookies placed on your computer by other organizations. OCDE/Orange County Superintendent of Schools is not responsible for cookies from other hyperlinked organizations that may require consent to remain on the end user's computer.

**When needed to maintain the functionality of an interactive web application, OCDE/Orange County Superintendent of Schools uses cookies to maintain information between web pages only during the session in which you access our interactive web applications. These cookies are automatically deleted when your web browser is closed. You can choose to accept or decline these cookies, but some parts of our website will not work correctly. However, if you turn your cookies option off, you may not be able to access the features in the third party or use the interactive web applications.**

**Terms of Use**

2013 Orange County Department of Education. All rights reserved.

**Decline** **Accept**

4. Read the terms and then click the green **Accept** button (as shown below).



5. Next, the Register Form will be displayed. Enter the required information one section at a time.

**Registration Form**

**Identity**

Employee ID:

Last 4 Digits of SSN:

Date of Birth:

**Log-In**

Email Address:

Confirm Email Address:

Password:

Confirm Password:

**Secret Questions**

Secret Question 1:

Answer 1:

Secret Question 2:

Answer 2:

Secret Question 3:

Answer 3:

**Footer**

**Help** **Cancel** **Continue**



6. Enter your Employee ID, the Last 4 Digits of your Social Security Number, and your Date of Birth in the spaces provided under the Identity section (shown below).

**Identity**

Employee ID:	<input type="text"/>
Last 4 Digits of SSN:	<input type="text"/>
Date of Birth:	[Month] <input type="button" value="▼"/> [Day] <input type="button" value="▼"/> [Year] <input type="button" value="▼"/>

7. In the Log-In section, enter your Email address and your Password in the spaces provided under the Log-In section. Enter the same Email Address and Password to confirm this information in the spaces provided (shown below).

**Log-In**

Email Address:	<input type="text"/>
Confirm Email Address:	<input type="text"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

**Password Criteria**

- No spaces, apostrophes, or commas
- 8 characters minimum
- Please use 3 of the following 4 criteria:
  - Number
  - Special character (ie. ! @ # \$ % & \*)
  - Upper case
  - Lower case

*\*Make sure your password meets the criteria listed.*

8. Select three secret questions and enter answers to each in the spaces provided under the Secret Questions section (shown below).

**Secret Questions**

Secret Question 1:	<input type="text"/> [SELECT] (required) <input type="button" value="▼"/>
Answer 1:	<input type="text"/>
Secret Question 2:	<input type="text"/> [SELECT] (required) <input type="button" value="▼"/>
Answer 2:	<input type="text"/>
Secret Question 3:	<input type="text"/> [SELECT] (required) <input type="button" value="▼"/>
Answer 3:	<input type="text"/>

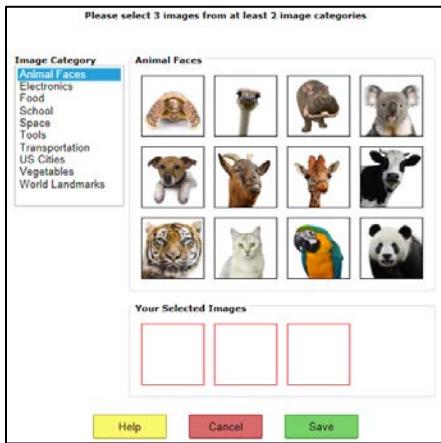
*\*Make sure you select questions and answers you will remember*

9. Once all three sections are complete, click the green **Continue** button (as shown below).

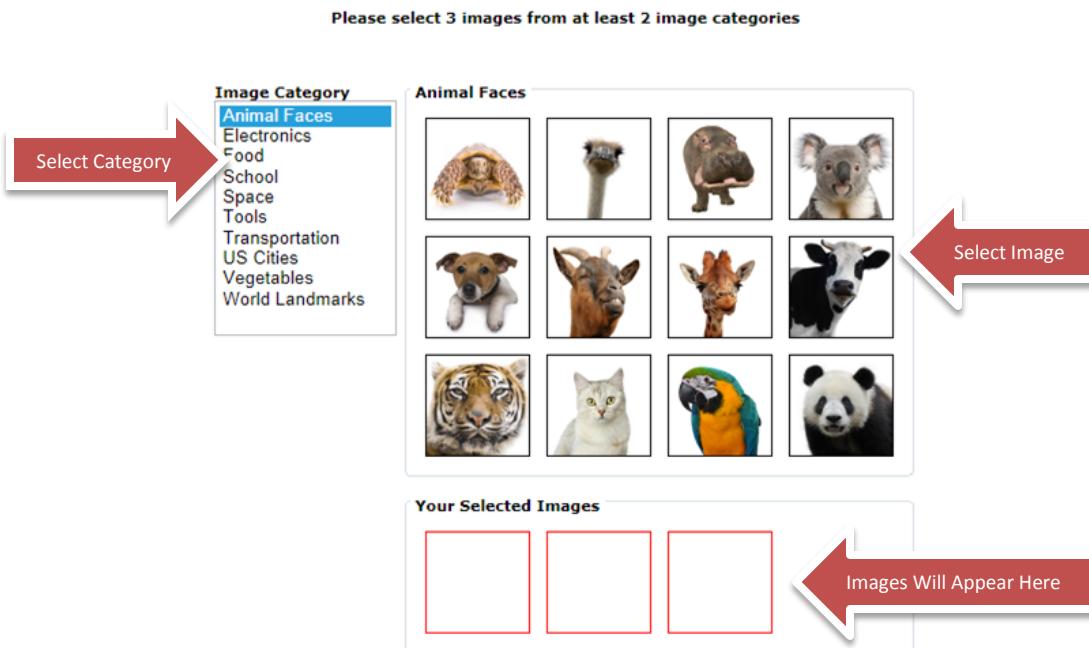
<input type="button" value="Help"/>	<input type="button" value="Cancel"/>	<input type="button" value="Continue"/>
-------------------------------------	---------------------------------------	---



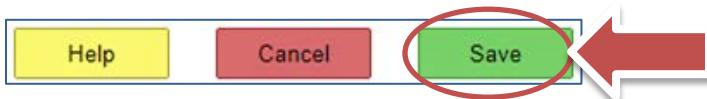
10. Next, the security image screen will display.



11. Select 3 images from any of the Image Categories listed. You may choose only 2 from the same category.



12. After selecting your images, click the green **Save** button (as shown below).

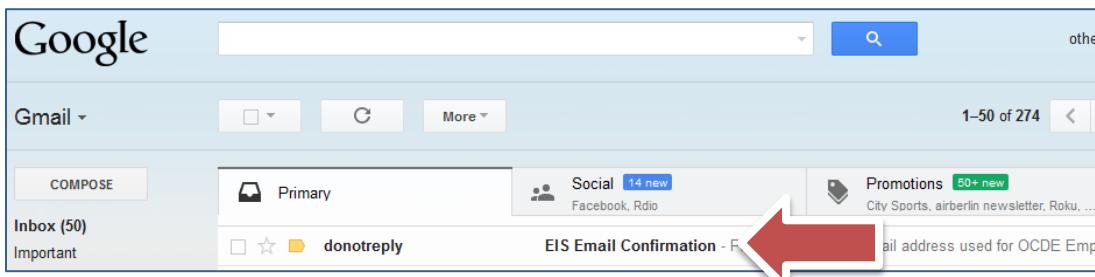




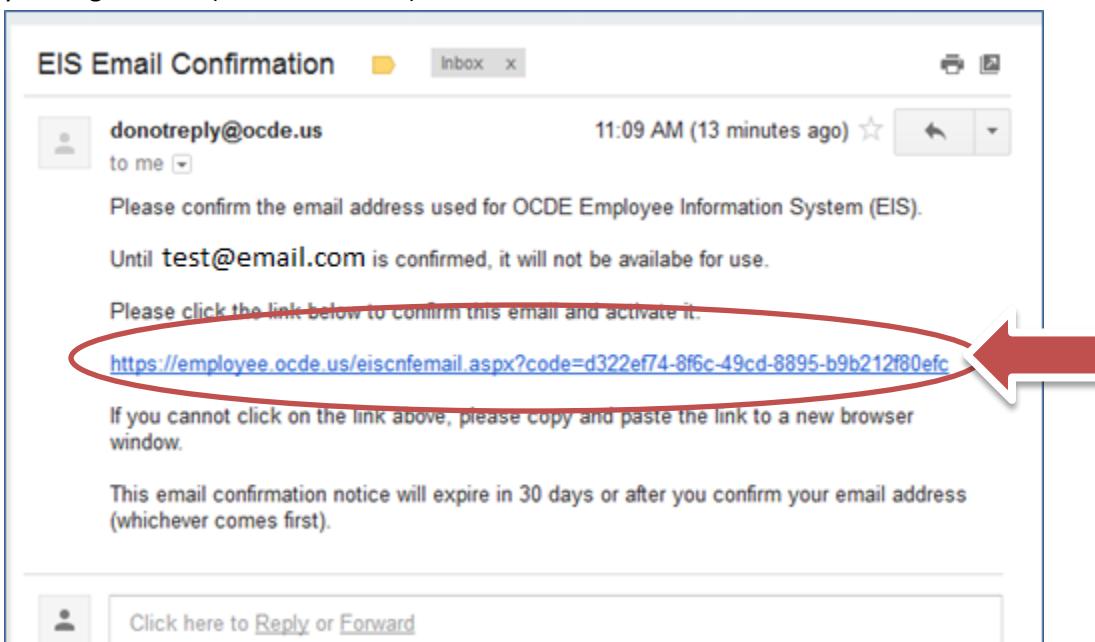
13. Next, you will receive a message indicating that you need to access your email to complete registration.

**A confirmation email has been sent to the address provided.  
Please check your email shortly for instructions on how to confirm this email address.**

14. Log into your email account and find an email with the subject "EIS Email Confirmation" (as shown below).



15. Click to open the EIS Confirmation Email, then click the link provided in the email to confirm your registration (as shown below).





16. Next, you will be taken back to the EIS Welcome screen with a message indicating that your account has been confirmed (shown below).



17. Congratulations, you have successfully registered for the new Employee Information System!  
18. Use your Email Address and Password to log into the new system!



## **What if you don't have an email address?**

In order to utilize the new Employee Information System (EIS) you will need to have a valid email account. If you do not currently have an email account, there are many websites which offer free email access. Three commonly used services are Google (Gmail), Yahoo, and MSN.

Use one of these links to create an email account with Gmail, Yahoo, or MSN:

- To create a Gmail account, go to this address:  
<https://accounts.google.com/SignUp?service=mail>
- To create a Yahoo email account, go to this address:  
[https://login.yahoo.com/config/login\\_verify2?&.src=ym&.intl=us](https://login.yahoo.com/config/login_verify2?&.src=ym&.intl=us) (click "Create New Account")
- To create a MSN email account, go to this address:  
<https://signup.live.com/signup.aspx?wa=wsignin1.0&rpsnv=11&ct=1377881347&rver=6.1.6206.0&wp=MBI&wreply=http%3a%2f%2fby179w.bay179.mail.live.com%2fdefault.aspx%3frru%3dinbox&id=64855&cbcxt=mai&snscc=1&bk=1377881347&uiflavor=web&mkt=EN-US&lc=1033&lic=1> (click "Sign Up Now")