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 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

Employee Information System

Registering for the New Employee Information System (EIS)

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

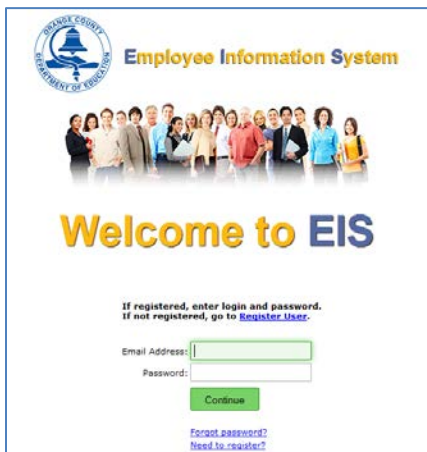- Employee ID
- Last 4 digits of your Social Security Number
- Date of Birth
- Valid Email Address*

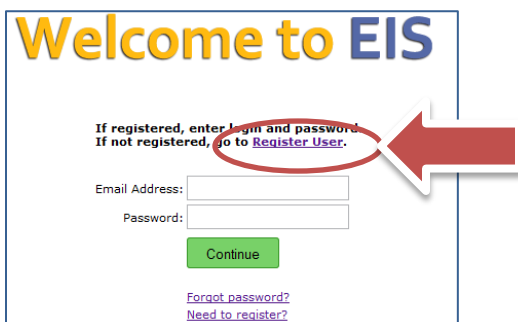*If you don't have an email address, use the directions at the end of this guide to create one for free*

Let's get started!

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

   https://employee.ocde.us

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

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

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.

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:

Last 4 Digits of SSN:

Date of Birth: [Month] ▾ [Day] ▾ [Year] ▾

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:

Confirm Email Address:

Password:

Confirm Password:

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: [SELECT] (required) ▾

Answer 1:

Secret Question 2: [SELECT] (required) ▾

Answer 2:
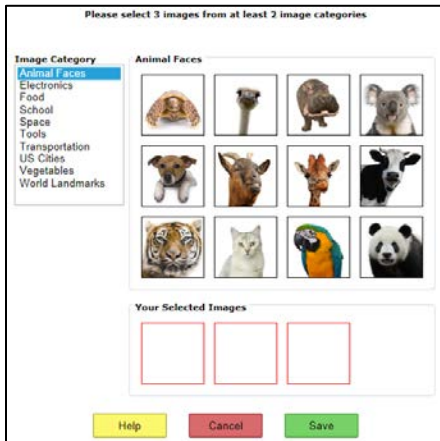
Secret Question 3: [SELECT] (required) ▾

Answer 3:

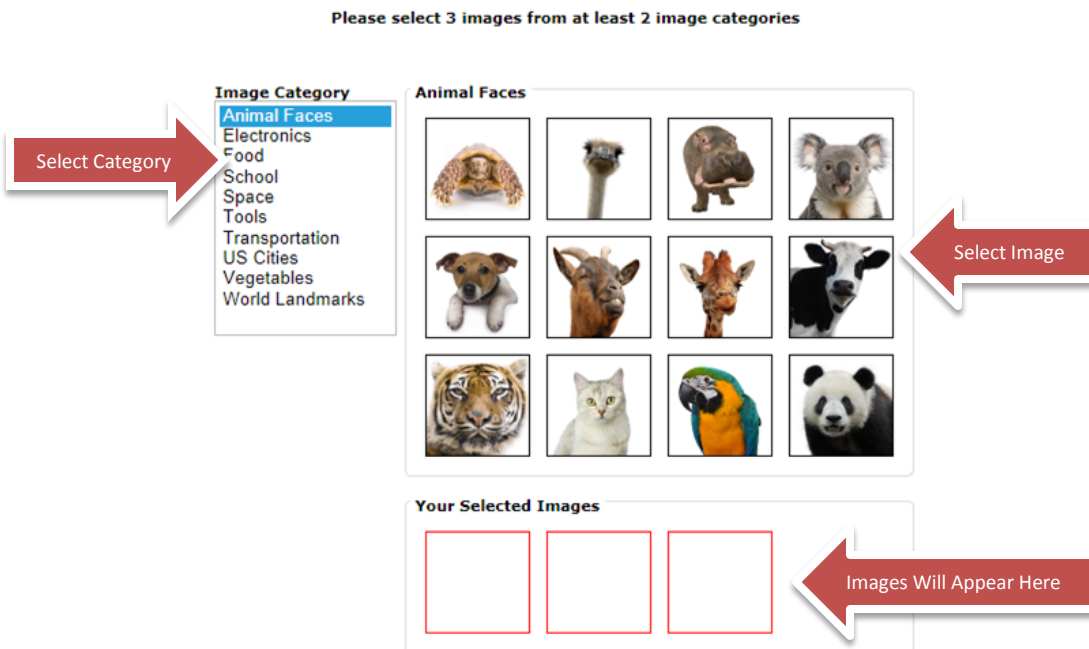*Make sure you select questions and answers you will remember*

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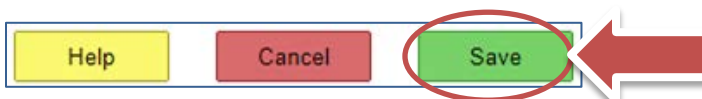
Help   Cancel   Continue

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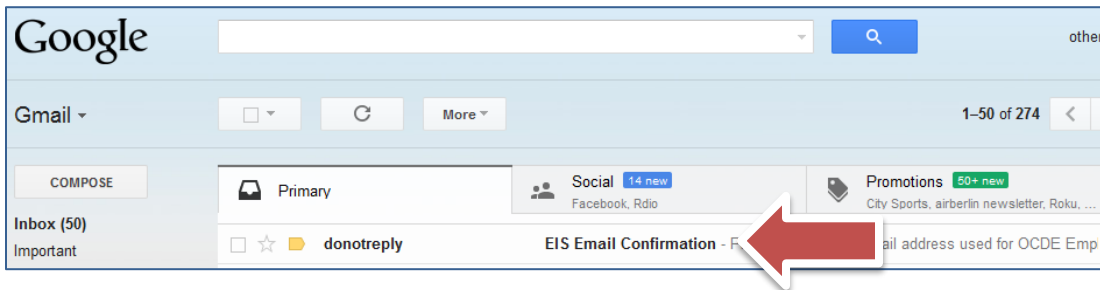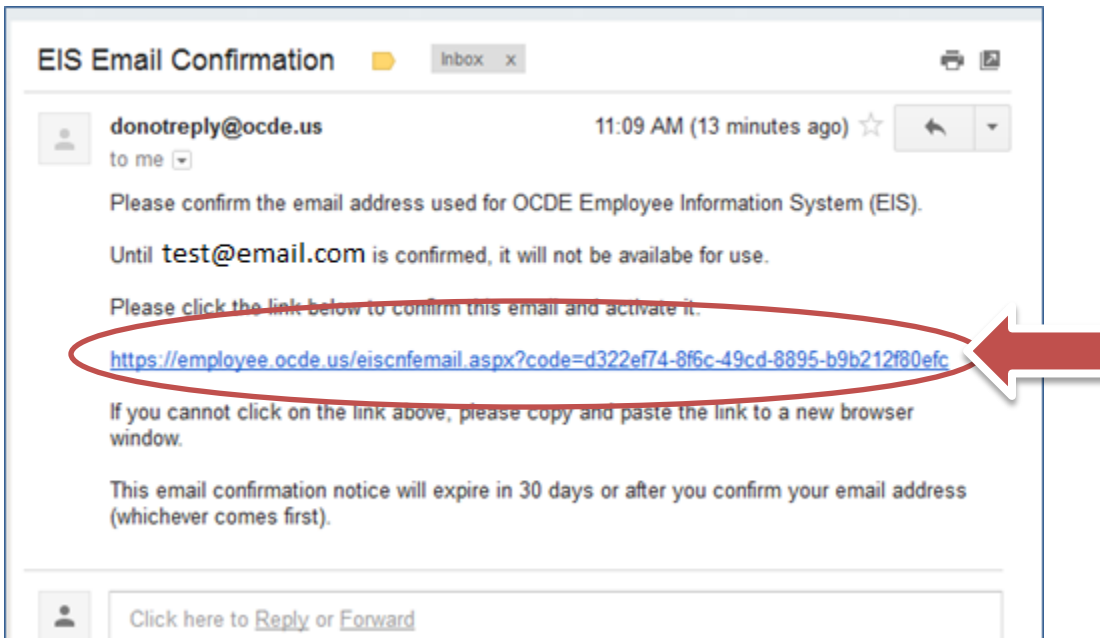
13. Next, you will receive a message indicating that you need to access your email to complete registration.

> 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   (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&snsc=1&bk=1377881347&uiflavor=web&mkt=EN-US&lc=1033&lic=1
  (click "Sign Up Now")