Human Resources Department
15675 Ambaum Blvd SW
Burien, WA 98166

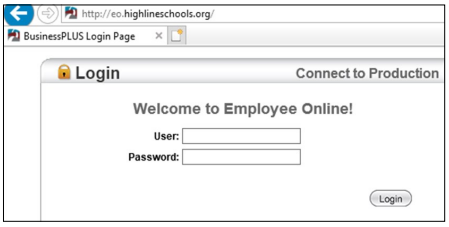
Entering Employee Contact Numbers into Employee Online

1. Log into Employee Online

1. Navigate to https://eo.highlineschools.org/
2. Enter your **User Name** and **Password**. If this is your first time logging int your User Name and Password are as follows:

   User Name: **5-digit Employee ID** number (including any leading zeros)

   Password: **Last 4-digits of your SSN**

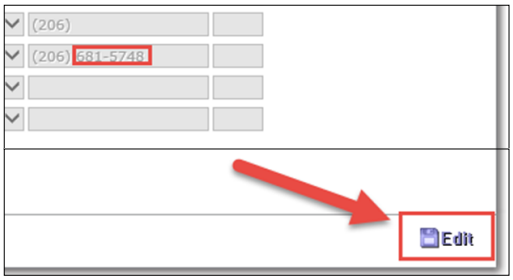


*If you do not know your Employee ID or Employee Online password please **contact Payroll**

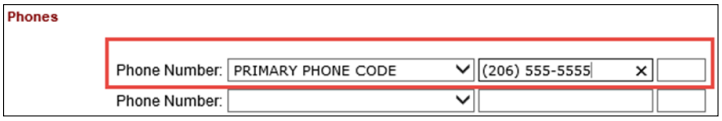
2. Update Contact Numbers

1. Once logged into Employee Online, click on the **Home Address** link.

2. The page will load in **read-only mode**. Review the existing contact information stored within the **Phones** section.
3. If any information requires an update, click on the **Edit** button located in the bottom right-hand corner.



4. Once in **Edit Mode**, verify you have a **PRIMARY PHONE CODE** selected in the first drop-down box. Then enter the phone number you prefer to be contacted through.



5. After you have entered a Primary Phone Code, you may choose to enter additional contact numbers as needed. If you prefer to receive **text messages**, be sure to select the **SMS TEXT MSG NUMBER** and enter the number to receive text messages.

6. Once you have updated your contact information, click on the **save** button in the bottom right-hand corner of the page.

7. Once saved, the page will return to **Read-Only** mode. If additional edits are needed, simply click on the edit button once more to modify. Always be sure to save.

Phone Code Definitions

Phone Code	**Definition**
Cell Phone Number	This code is used to identify cellular telephone numbers of staff members
Fax Number	This code is used to identify fax numbers of staff members
Home Phone	This code is used to identify home phone numbers of staff members
Primary Phone Code	This code is used to identify the primary contact number of staff members.
Contact # for Sub System	This code is used to identify which phone number the substitute system will use to call staff members.
SMS Text Msg Number	This code is used to identify phone numbers of staff members that are capable of receiving SMS Text Messages.
Work Cell Phone Number	This code is used to identify phone numbers of staff members provided with district cellular telephones.
Work Phone Number	This code is used to identify phone numbers of staff members provided by the district.

For additional assistance please contract the Human Resources Department at **206-631-3008**