



Registering for the New Employee Information System (EIS)

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

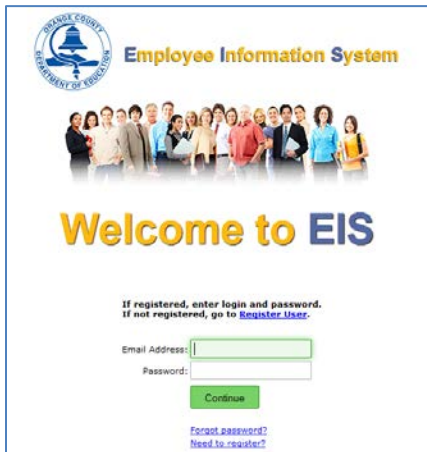
- 10 Digit Employee ID (If you do not know your ID number please contact your district payroll department)
- Last 4 digits of your Social Security Number
- Date of Birth
- Valid Email Address*

**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>



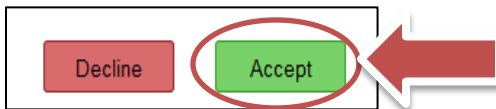
2. Once the welcome screen comes up, click the [Register User](#) link (as shown below).



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]



**If you receive an error message in any of these fields, please contact your district payroll department*

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:



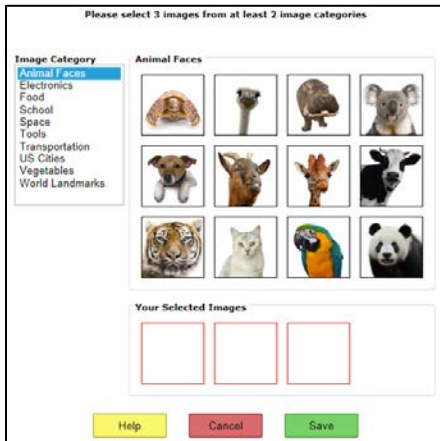
**Make sure you select questions and answers you will remember*

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

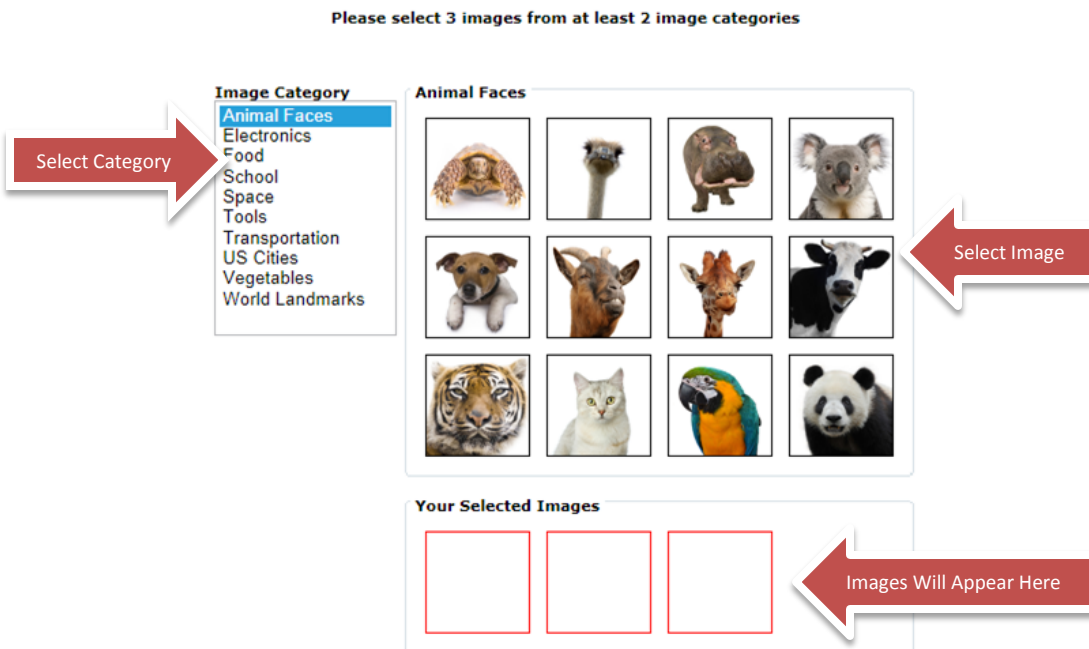
Help Cancel **Continue**



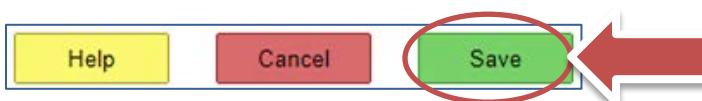
10. Next, the security image screen will display.



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).

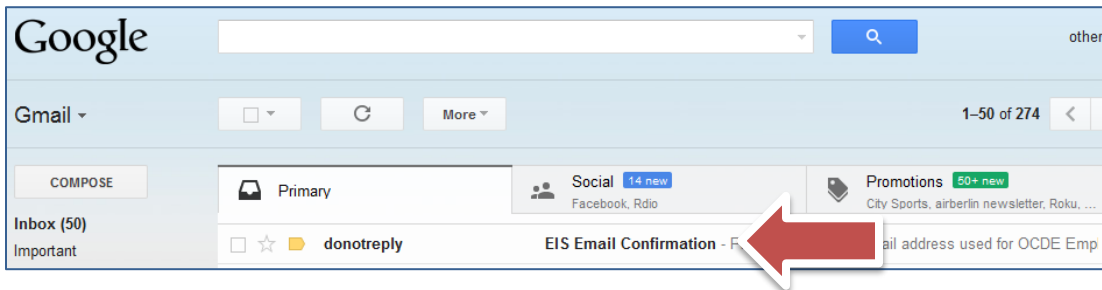




- Next, you will receive a message indicating that you need to access your email to complete registration.

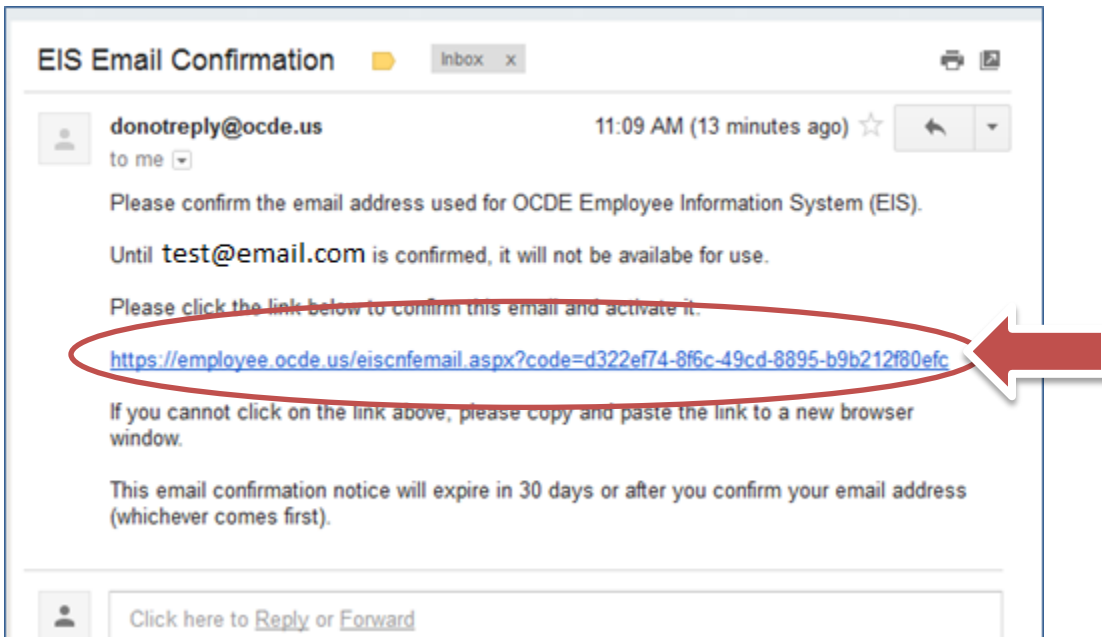
**A confirmation email has been sent to the address provided.
Please check your email shortly for instructions on how to confirm this email address.**

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



**If you do not receive the email please be sure to check your junk email folder*

- 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%3fru%3dinbox&id=64855&cbcxt=mai&snc=1&bk=1377881347&uiflavor=web&mkt=EN-US&lc=1033&lic=1>
(click "Sign Up Now")