

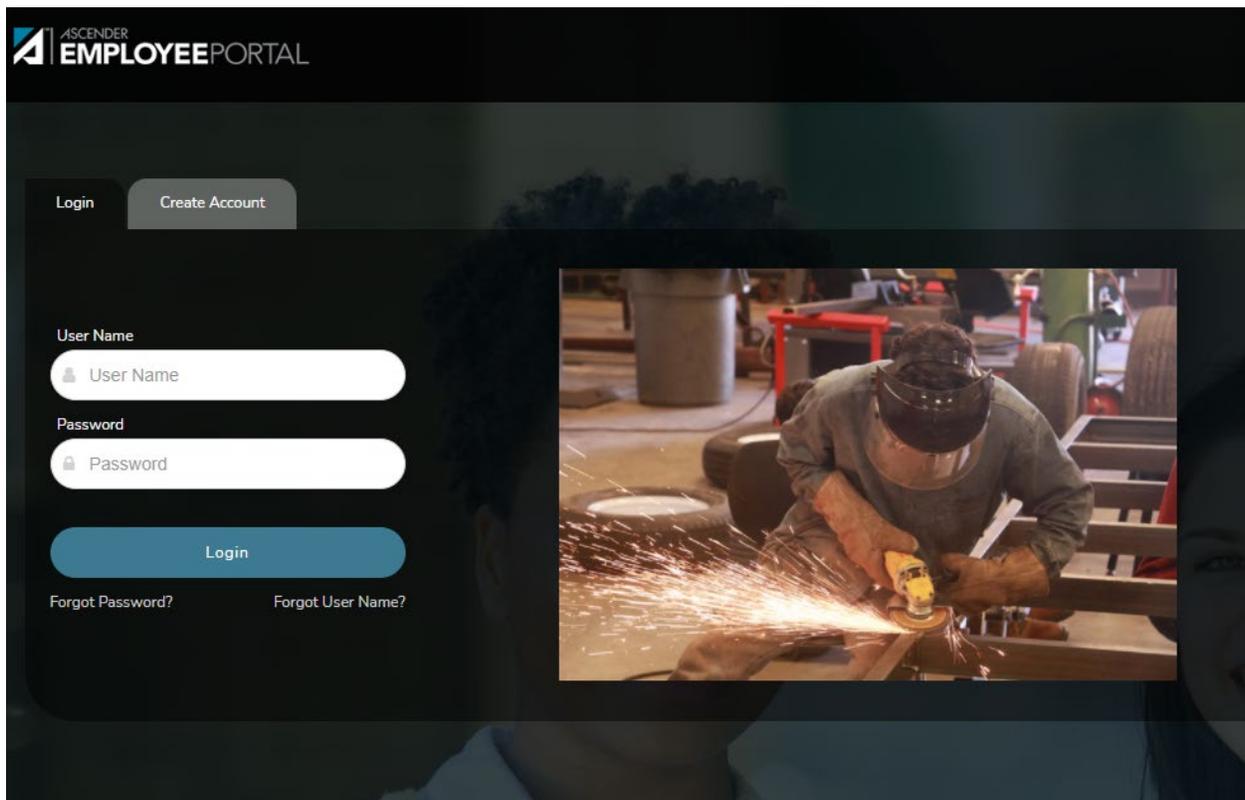
EMPLOYEE PORTAL QUICK GUIDE:

1. Go to www.staffordmsd.org/employees
2. Click on Ascender Employee Portal:



New! Ascender Employee Portal (formerly TxEIS Employee Access)

3. You will see:



4. Either log in with your user name and password or click “Create Account”

ASCENDER
EMPLOYEE PORTAL

English Help

Login Create Account

User Information Basic Information Security Question License Agreement Complete

Social Security Number (123456789): Social Security Number

Date of Birth (mm/dd/yyyy): Date of Birth

Zip Code (12345): Zip Code

Next Cancel

5. Fill in your SSN, DOB and ZIP to gain access to reset your user name and password.

6. Fill in the Blanks:

Employee Number

Date of Birth

Zip Code

Last Name

First Name

Please enter the security information and click the save button.

User Name

Password

Password Verification

Work E-mail

Work E-mail Verification

Home E-mail

Home E-mail Verification

Hint Question

Hint Answer

Save

Once Logged in, you will be able to access personal information by clicking on your name in the upper LEFT hand corner.

The table of contents will let you access your pay rate, check stub archives, benefit elections, and tax documents.