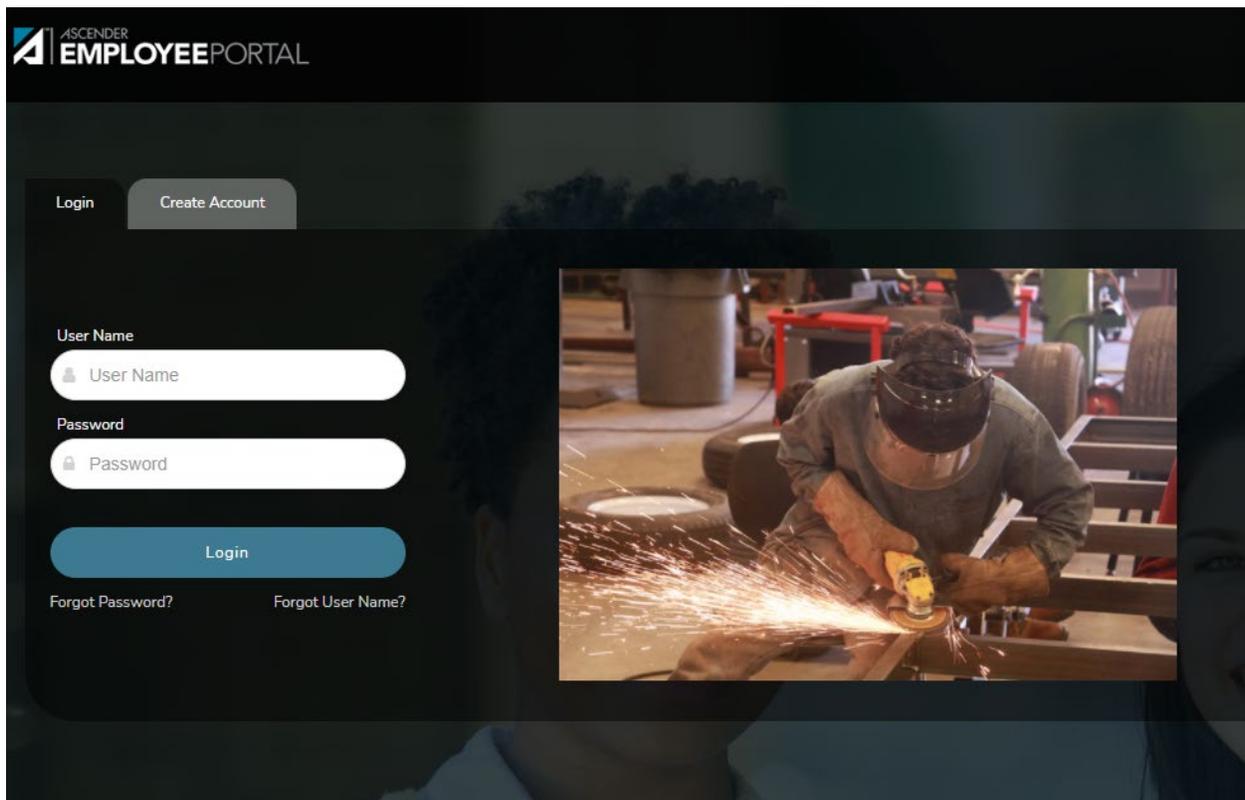**EMPLOYEE PORTAL QUICK GUIDE:**

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"

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

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.