

Employee Portal – Processing for Employees

Revised: 4/2021

The Employee Portal allows you (the employee) to access your personal records, change your basic information, request leave time, request a reimbursement, project pay, view direct deposit vouchers, view W2's, respond to questions from the business office and human resource department, such as contract amounts and much more.

Login and Navigate the SDS System

Your administrator may have provided you with a letter or instructions on where to access the system and your personal **User ID** and **Password**.

Login

To log into the Employee Portal follow the instructions below.

1. Locate the Employee Portal URL (link) that your administrator/tech has provided you
2. Open your browser (i.e. Internet Explorer) and type in the URL into your browser's address bar (i.e. <http://ssbx.schooloffice.com/districtname/sdsweboffice/login.aspx>)
3. Enter your User ID and Password***
4. Select Menu view selection
 - o Menu Left
 - o Menu Top

***User ID=3 digit employee number
Password=last four of social security number (unless the employee changed)
If unknown, please contact Carrie Bowen at the District Office.

Specialized Data Systems - Test Data

Login to SDS Web Office

User ID


Password

Menu Left Menu Top Last Selected

Login

By selecting the save password option, you confirm that this computer complies with your organization's security policy.

[Forgot or Change Password?](#)


powered by djgorf

Copyright © 2021 Specialized Data Systems, Inc. All rights reserved.

210324

5. Select Login

Navigate the System

Depending on the selection you choose when you log into the system you will be able to view the menu tree on the left side of your login screen or the top of the screen. (Review the screen shot above).

Menu Options

1. By selecting the Menu Left the menu tree will show on the left side of the screen.

Specialized Data Systems - Test Data
SDS Web Office

Saylor, Gideon Logout

- Financial Office
 - Look and Browse
 - Employee Portal
 - Purchasing
 - Reports
 - Finance Help

Remember last opened
Launch report menu & Lookup in a new window

SDS Resources Online
3/25/2021
9:58:18 AM

Version 210324 WebS-Detail (v92)
Net Framework 3.5

SPECIALIZED DATA SYSTEMS

Menu Tree Dropdown List

Support
Last Update (210324 = 3/24/2021) - Database and Reports (3/23/2021)
X-Connect (Submit a Support Case)

News
Update News - Stay Connected
Order W2's and 1099's Today

Upcoming Events
Annual Conferences - REGISTER TODAY!
Touch Base Tuesday (Semi-Monthly) Free User Webinar
User Boot Camp (Monthly) Free User Webinar

Online Courses
Business Manager - Bookkeeper Course Bundle
Payroll Course Bundle
Accounts Payable - Cash Receipts Course Bundle

Services
System Hosting
Book a Training
Order W2's and 1099's
Order Checks
Order Envelopes
Website: www.schooloffice.com

2. By selecting the Menu Top the menu will show at the top of the screen. The Far Left Dropdown box will display the Menu Heading being selected.

Specialized Data Systems - Test Data Saylor, Gideon (v92)

Look and Browse (Select an Area) Remember last opened Resources Online

Look and Browse Employee Portal Purchasing Reports Finance Help

Customize Folders
Customize Folder Help
Individual Folder Help "?"

Look and Browse

Finance Look and Browse Message Center

Launch Look and Browse/Employee Information in a new window

a. The dropdown box just to the right of that will display the options for the selected menu heading.

Specialized Data Systems - Test Data

Look and Browse Finance Look and Browse

3. By selecting the Menu Folders, you can use the folder icon to select the Application to view.