

## How to Register for Digital Schools Step-by-Step Instructions

### Step 1:

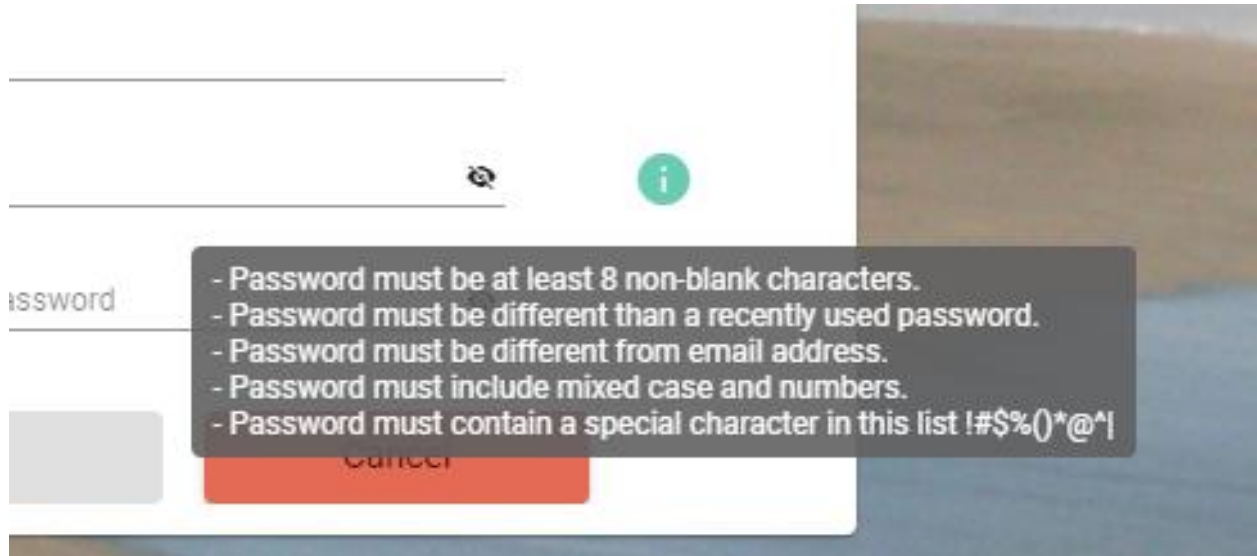
Once you are on the Digital Schools website: you will see the login box, click on "Register" and follow the prompts.

A screenshot of a "Login.." dialog box. It contains two input fields: "Username:" and "Password:". Below the fields are three buttons: "Exit", "Remember Me" (with a checked checkbox), and "Register/Reset Password". The "Register/Reset Password" button is circled in red. To the right of the "Register/Reset Password" button, there is a note: "(Uncheck on shared computers)".

### Step 2:

You will use your work email address and your own personal information such as your birth date, last four of SSN and home/ mailing zip code to register.

A screenshot of a "Register.." dialog box. It contains several input fields: "Last Name:" (Smith), "Email:" (Jane.Smith@dinuba.k12.ca), "DOB:" (11/07/1980), "SSN:" (1111), "Zip Code:" (93618), "Password:" (\*\*\*\*\*), and "Confirm Password:" (\*\*\*\*\*). At the bottom, there are two buttons: "Register" and "Cancel". A red arrow points to the "Register" button.



Step 3: RED

To access your **Leave Account Balance**:

1. Click on **My Digital Schools**
2. **My Access**
3. **Leave Account**
4. **Balance Summary with Details**

From here you can download to a pdf and print the report.

Digital Schools Suite Plus | Logout ©2018 Digital Schools, LP

My Digital Schools | Personnel Management | Position Control | Time Management

Authorization Dashboard | My Timesheet | My Access

Employee Details - [Redacted]

FIRST NAME, MI, LAST NAME, SSN, STATE ID, GENDER, EMPLOYEE, LEGACY ID, NICKNAME, PREVIOUS LAST NAME

MARITAL STATUS, DATE OF BIRTH, HIRE DATE, CLASSIFICATION, EMPLOYMENT STATUS, YRS. OF SERVICE, **Leave Account**

**Emergency Contacts** | Action Due Dates | Evaluations | Substitute Assignments | Service History | Payroll | Benefits/Deductions

MAILING ADDRESS, ADDRESS 2, CITY, STATE, ZIP,  Is Private

HOME ADDRESS, ADDRESS 2, CITY, STATE, ZIP,  Is same as Mailing

Phone Number	Extension	Primary	Private	Type	Comments

DISTRICT EMAIL, PERSONAL EMAIL

**RACE/ETHNICITY**

IS HISPANIC?  RACE 1, RACE 2, RACE 3, RACE 4, RACE 5

Please review the information on your Employee Details screen and let us know if any changes need to be made to your address and/or phone number/s. Please complete the [Address or Name Change Notice](#).

Green: Emergency Contacts

To access your **Emergency Contacts**:

1. Click on **My Digital Schools**
2. **My Access**
3. **Emergency Contacts**

Employee Details - Test, Leave

2015-2016 Save Discard

Personal Information 1

Emergency Contacts

Contact Name	Phone	Contact Type	Notes
✘ Bestwifeever	(222) 222-2222	Spouse	wife
✘ Dr. Keepualive	(555) 555-5555	Doctor	123 N L St, Best Town, CA 93618
✘ Bestsoner	(111) 111-1111	Family	son; 111 S Main St, Best Town, CA 93618
✘ Bestdaughterever	(333) 333-3333	Family	daughter; 111 N Main St, Best Town, CA 93618

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✓ Bestdaughterever	(333) 333-3333	Family	daughter; 111 N Main St, Best Town, CA 93618
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