



How to Register for Digital Schools 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 these 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 this button is the text '(Uncheck on shared computers)'. There is also a small blue box around the 'Register/Reset Password' button.

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 with a calendar icon), 'SSN:' (1111), 'Zip Code:' (93618), 'Password:' (*****), and 'Confirm Password:' (*****). At the bottom 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.

The screenshot displays the 'Employee Details' page in the Digital Schools Suite Plus application. The top navigation bar includes 'My Digital Schools' (circled in red and labeled '1'), 'Personnel Management', 'Position Control' (circled in red and labeled '2'), and 'Time Management'. Below this, a secondary navigation bar shows 'Authorization Dashboard', 'My Timesheet', and 'My Access' (circled in red). The main content area is titled 'Employee Details - [redacted]'. It features a form with fields for personal information: 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, and YRS. OF SERVICE. A 'Leave Account' button is circled in red and labeled '3'. Below the form is a grid of tabs for various employee details, with 'Emergency Contacts' circled in green. The 'Emergency Contacts' section includes fields for MAILING ADDRESS, HOME ADDRESS, and PHONE NUMBER. At the bottom, there is a 'RACE/ETHNICITY' section with fields for IS HISPANIC?, RACE 1, RACE 2, RACE 3, RACE 4, and 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 click [here](#) to 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 **Emergency Contacts** Job Assignments Compensation Details Credentials NCLB Professional Growth
Action Due Dates Evaluations Service History Payroll Benefits/Deductions

Contact Name	Phone	Contact Type	Notes
✘ Bestwifever	(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
✘ Bestdaughterer	(333) 333-3333	Family	daughter; 111 N Main St, Best Town, CA 93618

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If you have additional questions or would like to schedule a time for further training, please contact [Alyssa Mendoza](#) at the District Office.