

## Employee On-Line Logon instructions for Non-Active and Retired Employees

1. From the District home page ( <http://www.medford.k12.or.us/> ) select Staff, then Employee On-Line
2. Enter your employee Id, and password
  - a. If you look at an old check stub (December 2012 and prior), you will see a 4 digit employee Id, followed by a dash and a 2 digit number. The new employee Id number is E0 + those first 4 digits. On new check stubs (January 2013 and forward), you will see the 6 character employee Id near the top of the check.
  - b. Your Initial password is your Social Security Number
3. To change your password, click the options button near the right, and select Change Password.
4. Enter your old password, then your new password twice.
5. If for some reason you need the Help Desk to change your password, you will be prompted to change it the first time that you log into Employee On-Line after the change. The Help Desk cannot see what your password is, they can only change it.

Medford School District 549C - Staff - Windows Internet Explorer

http://www.medford.k12.or.us/Page.asp?NavID=1566

File Edit View Favorites Tools Help

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**Staff**

**Welcome!** Click on a link below to locate the information you need or use navigation bar at the left to view other sections of this site. If you can't find you're looking for, click Contact Us on the bar above and let us know how assist you.

[Employee Intranet](#)

[Employee OnLine](#)

Employee Web E-Mail

## Employee On-Line Logon instructions for Non-Active and Retired Employees

SunGard Login Page - Windows Internet Explorer

https://www.msdeol.org/ifas7/login/login.aspx?ReturnUrl=%2fifas7%2femponline%2fdefault.aspx

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Connect to bplus

User: E12345

Password: ●●●●●●●●●

Login

Forgot Login?

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The User Id will be your old 4 digit Employee Number with a prefix of E0. Any new Employee Numbers will start with E1.

Your initial password will be your 9 digit Social Security Number. Do not include any dashes or spaces. You should see 9 black dots.

Employee Online - Windows Internet Explorer

https://www.msdeol.org/ifas7/emponline/default.aspx

File Edit View Favorites Tools Help

Employee Online

MSD BusinessPLUS

Employee Online Leave Tracking

EO Home

- Home Page
- Employee Directory

Personal Information

- Home Address
- Emergency Info

Pay Information

- Check Stub

Welcome

5

4

9

Change Password

3

To Change your password, click on the white icon (not the black triangle), and select Change Password.

Welcome to the Employee Online web site. This site provides a way for you to keep your payroll information up to date.

Please feel free to browse your current payroll setup and make changes as needed.

Next payday will be 2/28/2013. Requests made in Employee Online prior to midnight 2/23/2013 will be considered for the check of 2/28/2013.

ChangePassword - Windows Internet Explorer

https://www.msdeol.org/ifas7/login/login.aspx?ReturnUrl=%2fifas7%2femponline%2fdefault.aspx

File Edit View Favorites Tools Help

ChangePassword

Change Password - Connection: bplus

Login: E12345

Old Password:

New Password:

Confirm New Password:

Change Password

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## Employee On-Line Logon instructions for Non-Active and Retired Employees

The screenshot shows a web browser window titled "Change Password - Windows Internet Explorer". The address bar displays the URL "https://www.msdeol.org/ifas7/Home/ChangePassword.aspx". The page content includes a "Change Password" heading with a key icon and a red circle containing the number "5". Below the heading, the "User ID" is listed as "E12345". There are three password input fields: "Old Password", "New Password", and "Confirm New Password", each containing seven black dots. At the bottom of the form are "OK" and "Cancel" buttons. The browser's status bar at the bottom shows "Internet | Protected Mode: Off" and a zoom level of "100%".