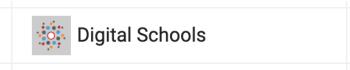
Employee Access: Digital Schools Platform

The Digital Schools program is Oceanside Unified School District's platform for tracking employee leave balances and timesheet activity. To access your up-to-date leave balance and extra hours worked, please follow these steps.

First Time Access:

1. Log in to RapidIdentity and Click on the Digital Schools icon



2. Click on Register/Reset Password

3. Enter your
    a. Last Name (as it appears on your social security card)
    b. Full District Email - including the @oside.us
        i. Ex. john.smith@oside.us
    c. Date of Birth
    d. Home Zip Code
    e. A password of your choice
        i. Must be at least 8 characters
        ii. Must be different from your email
        iii. Must include mixed case and numbers
        iv. Must include a special character in this list !@#$%^&(*)|
    f. Confirm your password
    g. Click on OK

4. Enter your full email and password

When creating your account, if you receive an error message saying, "System Unable to Verify Your Identity," double-check that you have entered your information correctly. If everything is correct but you still cannot create an account please contact

- Certificated Staff: kristin.garrison@oside.us
- Classified Staff (non-teaching): leiloni.graham@oside.us

Once you log in, if any of your personal information is incorrect, please complete this form Request For Change of Name/Address/Telephone Number/Email Address.
Send the form to:

- Certificated Staff: vicki.barnett@oside.us
- Classified Staff (non-teaching): leiloni.graham@oside.us

Once you have an account you can check your up-to-date Leave Balance and Timesheet Activity in Digital Schools. Follow the instructions below to access your Leave Balance and Timesheet Activity, or, watch this video for more information: **Viewing Absences and Timesheets**

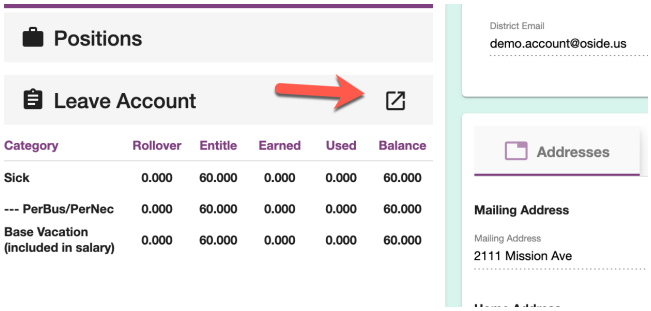
Accessing **Leave Balances**:

If you have missed work for any reason your absence will be entered in Digital Schools. As soon as your site or department secretary has posted the time you will be able to see the entry reflected in your Leave Account.

To see your absences in Digital Schools follow these steps:

1. Log in to Digital Schools via RapidIdentity
    a. Remember to use your full district email address (ex. demo.account@oside.us)
    b. Your password is what you created when you registered
    c. If you cannot remember your password, you will need to reset it by clicking on Register/Reset Password

2. Click on My Digital Schools → My Details
3. On the left side of the screen, you will "Leave Account." This shows a summary of your Leave Account. To see the details of absence entries/transactions, click on the square with an arrow in it



Once on the new screen, you can scroll through the entries, or see a summary report by clicking on:

- Leave Totals
- Balance Summary
- Balance Summary w/ Details

If you discover an error in your absence entries, contact your site or department secretary.

Once you have an account you can check your up-to-date Leave Balance and Timesheet Activity in Digital Schools, or, watch this video for more information: **Viewing Absences and Timesheets**

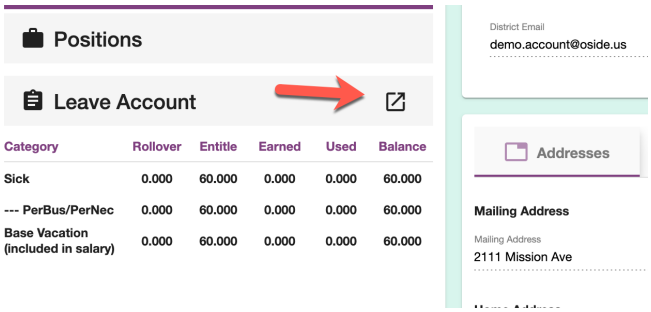
Accessing Timesheet entries:

If you have worked extra hours, turn in your timesheet *before the last working day* of the month that you did the work. Once the site or department secretary responsible for paying for the work you performed has entered the time, you will see the time in your account by following these steps:

1. Log in to Digital Schools via RapidIdentity
    a. Remember to use your full district email address (ex. demo.account@oside.us)
    b. Your password is what you created when you registered
    c. If you cannot remember your password, you will need to reset it by clicking on Register/Reset Password

2. Click on My Digital Schools → My Details

3. On the left side of the screen, you will "Leave Account," click on the square with an arrow in it



4. Click on Timesheet Activity to see a summary of time entered by month for the year.

Each month the deadline for submitting timesheets is the last working day of the month. Turning your timesheet in on time ensures that you are paid in a timely manner.

If you discover an error in the time entries, please contact the site or department secretary responsible for paying for the work you performed.