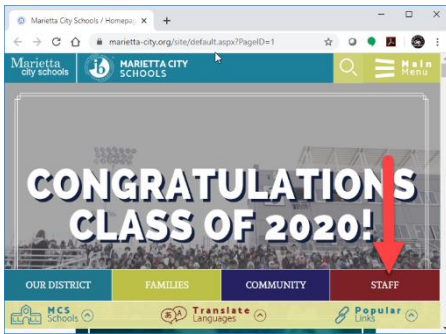




Employee Portal Instructions

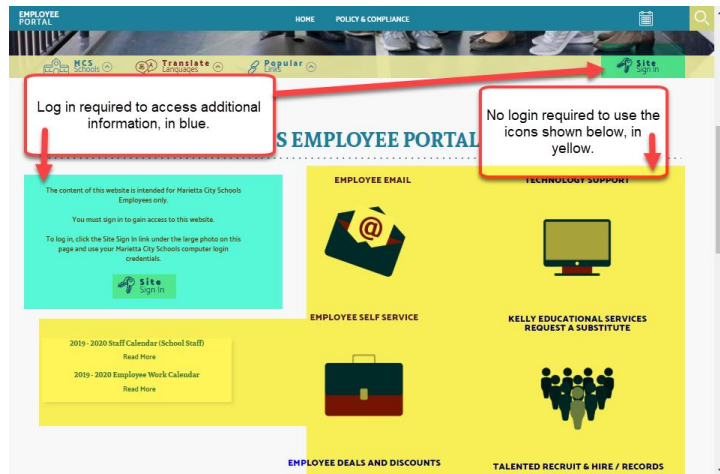
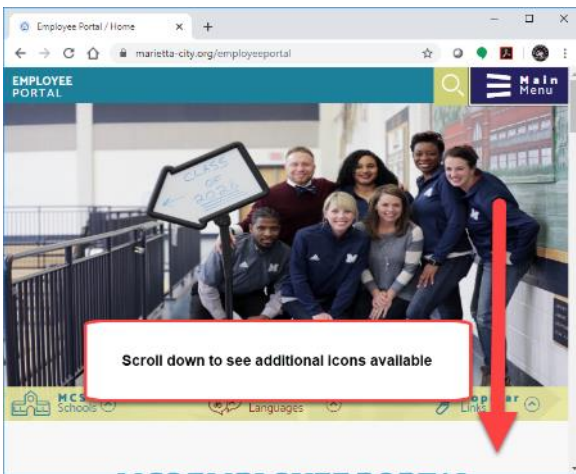
The Employee Portal is a website accessible to Marietta City School employees to access MCS related information.

To access the Employee Portal, follow the steps below.



Go to www.marietta-city.org

Click on the **STAFF** button.



The Employee Portal web page opens.

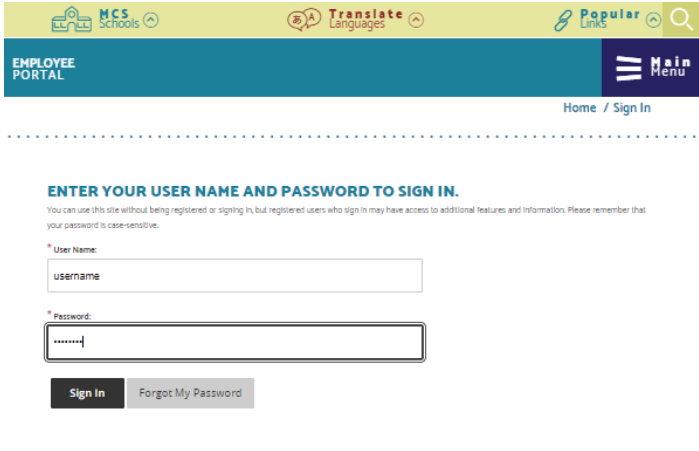
It will be necessary to scroll down below the main picture to see the resource icons such as email, Employee Self Service-ESS, Kelly services, TalentEd Recruit & Hire apps, as well as links to the staff calendar (yellow in picture above).

Sign-in to the Employee Portal

The Site Sign-in icon is located under the main picture on the right side of the screen. Click on the **Site Sign-in** icon.



Employee Portal Instructions



Sign In

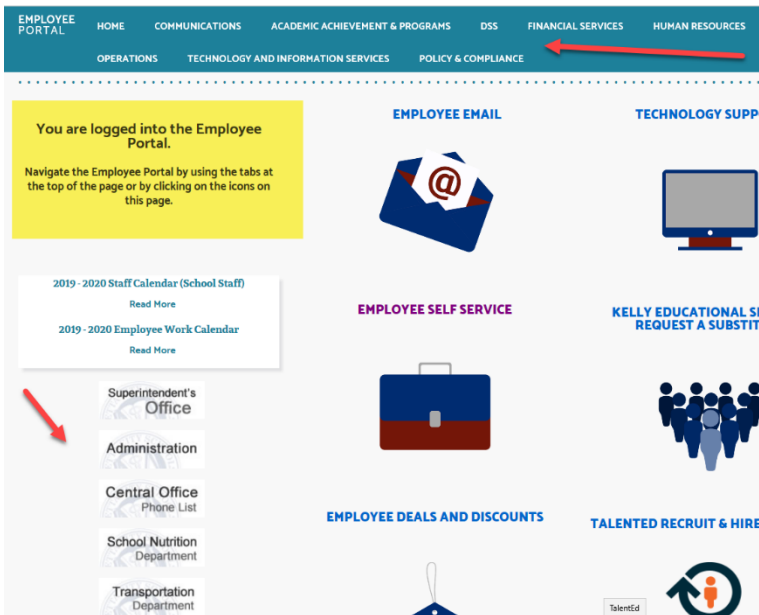
Your username is the left part of your email address before the @.

Example: **username**@marietta-city.k12.ga.us

Username= **username**

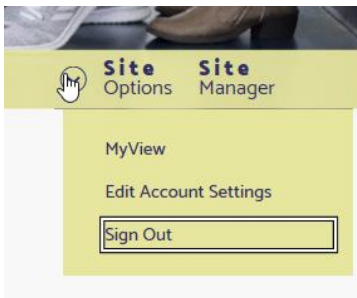
Password = **email/computer password**

*If you get an error, make sure you aren't entering your full email address into the username field.



The additional Employee Portal items now appear.

Red arrows show the menu items at the top and the additional icons on the left side of the page.



Sign Out

Please make sure to sign out when you are finished using the portal.

Click on **Site Options** and select **Sign Out**.