How to Access the Portal:

To Access the Employee Portal, go to the Park Ridge School District Website and click on the "Staff" heading. The Employee Portal is listed under this heading. Log on using your School District issued email address as your username if you are an Administrator, Supervisor, Teacher, Maternity Leave Replacement Teacher, Secretarial Staff, Technology, Custodian or Paraprofessional. If you are a former employee, substitute, coach or any other non-permanent employee, please log on using your personal email address (the email account you provided) as your username. The first time you log on you will need to click on "Forgot Password" and a temporary password will be sent to the email address you used as your username. Use the attached "Web Portal Users Guide" for log on Directions and more information on the portal.

What Information is Available at the Portal:

You will now be able to make updates/changes to your address, phone number or emergency contact information directly in our database through the Employee Portal. The portal will also contain payroll stubs, W2 and 1095 tax forms. Attendance information will be available for viewing on the portal, however, like the attendance information that is included on your payroll stub, it is not updated in real time so may not reflect everything that is entered in Frontline.

Enhanced Security with Multi-Factor Authentication:

To improve the security of our on-line systems, mandatory implementation of Multi-Factor Authentication (MFA) is a requirement for access to the Employee Portal. MFA requires a pin (in addition to the user created password) each time the user logs on. The pin is a one-time temporary password generated using a mobile application, either the Google Authenticator or the Microsoft Authenticator. Both are free applications available for both IOS and Android devices. Please see attached "2 factor Authentication Web Guide" for information on how to set this up. Each time you log on you will need to have your mobile device handy to access your unique and constantly changing pin number from the Authenticator app on your device.

If you purchase a new phone:

If you purchase a new phone, please email me. I will need to re-set your portal log-on.

If you have any questions, please contact me directly.

Tara Reid
Payroll/Benefits
201-573-6000 Ext. 1203
tarareid@parkridge.k12.nj.us

Employee Web Portal Users Guide

If this is the first time you are logging in, click the 'Forgot Password' link, Otherwise enter your user name and password and click the 'Login' button.

Main Login Screen:

Login

Username

Password

👁️

Login

Forgot Password

Forgot Password Screen:

To have the web site send you a password link, enter your user name and click the 'Send Reset Password Token' button. This process can be used for the initial login or if you forgot your current password.

Forgot Password

Username

Send Reset Password Token

Reset Password   Login

After clicking the 'Send Reset Password Token', you will receive the e-mail below. Check your Junk/Spam folder if you do not receive the e-mail. If the e-mail is in your Junk/Spam folder you must move it to your inbox to be able to click on the link within the e-mail. When you click the 'Reset your password' link, you will redirected back to the Employee Web Portal Reset Password Page.

Request Password E-Mail Message:

> Reset your password by clicking the link below.
>
> Someone has requested your password to be reset. Click the link below to reset your password. If you did not make this request, please contact customer support.
>
> The link to reset your password will expire in a few hours. If the link fails to work, please get a new token by following this link: New Token
>
> **Reset your password**

Request Password Screen:

Reset Password

Token

0793620241

Username

█████████

New Password

∅

Confirm New Password

∅

Change Password

Request New Token   Login

Enter and confirm you new password. Click the 'Login' link on the bottom right and you will be redirected back to the main login screen. You can now login with your user name and newly created password.

Once you are logged in you will automatically be directed to the Demographics page. You can switch pages by clicking on the links at the top of the screen.

- **Demographics** - This screen will display a subset of your demographic data.

- **Attendance** - This screen will display your attendance for the fiscal year.

- **Paychecks** - This screen will display a list of your checks, select the check you wan to see and it will be displayed in a PDF window. The PDF can be printed or downloaded

- **W2** - This screen will display a list of your W2's, select the W2 you wan to see and it will be displayed in a PDF window. The PDF can be printed or downloaded

- **1095-C** - This screen will display a list of your 1095's select the 1095c you wan to see and it will be displayed in a PDF window. The PDF can be printed or downloaded

- **Documents** - This screen will display a list of district documents, select the document you wan to see and it will be displayed in a PDF window. The PDF can be printed or downloaded

- **Help** - This screen will display the help document.

👤▾ Click this down arrow to logoff or to change your password

Notes:

- Your user name is your district e-mail address. If you do not have a district e-mail address you can user a personal e-mail address.

- After 3 invalid attempts to login, your account will be locked for 20 minutes. After 20 minutes you can try to login again.

- Once logged into the web portal, 20 minutes of inactivity will log you out automatically.

- On the Demographics and Attendance pages, there is a 'Date loaded'. This is the last time the data was refreshed.

- The web portal can be viewed using any browser on any internet capable device.

2 Factor Authentication Users Guide

To use 2-factor authentication, each user must complete the 2-factor authentication setup screen. This screen will be displayed after entering your user name and password, if the system administrator has placed you in 2-factor authentication setup mode.

Download to your mobile device or tablet, either the Google Authenticator or the Microsoft Authenticator app from the Apple App store or the Google Play store. Both are free. You will use the app on this device to display the 2-factor authentication pin every time you login to the Employee Web Portal.

Setup Screen:

2-Factor Authentication Setup Instructions

Follow the instructions below to enable two factor authentication

1. Download Google Authenticator

Download the Google Authenticator from either the Apple App Store or the Android Google Play store. It is free.

2. Register

Open the actual Google Authenticator app on your device and tap 'Begin Setup', then the plus (+) button.

On your device, tap either the 'Manual Entry', 'Scan barcode' or 'Scan a QR Code".

Enter the token or scan the displayed QR code with your device, this will install the application on your device

Can't scan the QR Code? Manually enter this key into the Google Authenticator app: C5S/E/ORGT3F4YITE'M/L/EQOOVZ14K4T-PN/2G5452FZR/N63I

3. Validate

To validate installation, click the "Validate" button. One of the 3 pins displayed should match the pin on your device.

[✔ Validate]

4. Turn ON

Finally, click the 'Turn on 2 Factor Authentication". This will log you out and bring you back to the login screen where you will need to login again and be asked for your 2FA PIN from the Google Authenticator app.

[✔ Turn on 2 Factor Authentication] [✖ Cancel]

Google Authenticator/Microsoft Authenticator

Click the + sign on the downloaded app to scan a picture of the QR code or manually enter the displayed token. The authenticator app will now start displaying a unique 6-digit pin every 30 seconds.

To validate that the authenticator is working properly, click the 'Validate' button on the setup screen. The prior, current and next pin will be displayed. One of these pins should match the pin on your device.
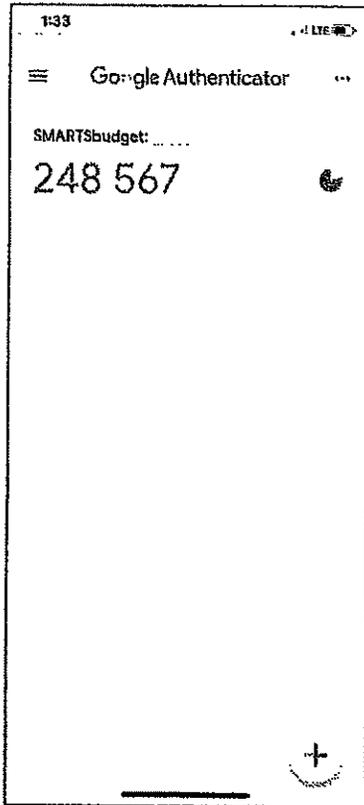
If you get a match, click the 'Turn on 2-Factor Authentication' button and you have completed the setup process. **ONLY CLICK THIS BUTTON IF YOU GET A MATCH.** Otherwise, click the Cancel button and repeat the process.

Once the process has been completed, the next time you log in, after entering you user name and password you will need to enter the pin from the authenticator app. You will get (2) 30 second cycles to enter the correct pin. After that time, you will need to logoff and try again.

Enter 2FA PIN

Enter PIN

[   ]

[Submit]

New phone or need to re-register? Please contact support.
Change User?