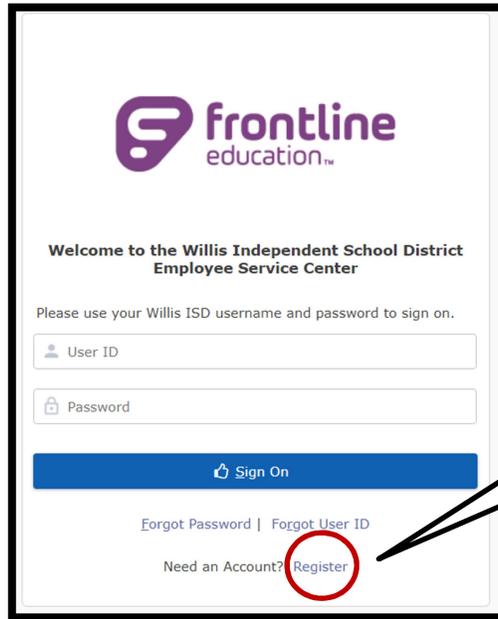## Accessing the Frontline Employee Service Center after ending Employment

- Go to www.willisisd.org, select **EMPLOYEES**, then select Employee Service Center under the Frontline links.

1. Go to the Frontline Education Employee Service Center and Click Register.

2. Fill in the three fields on this page then click next.
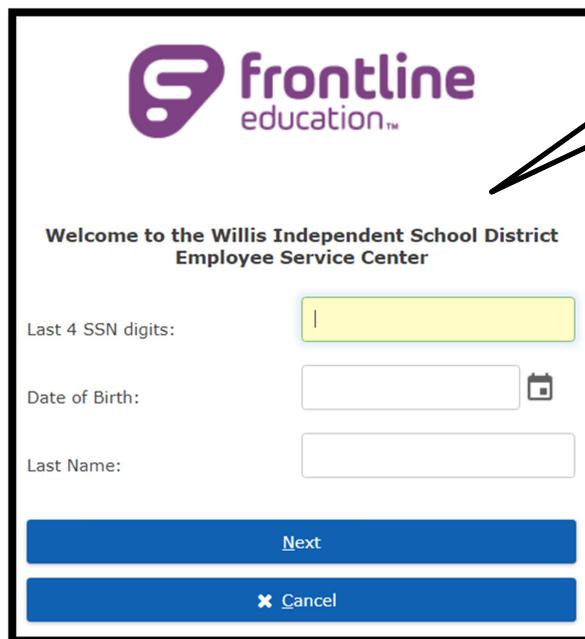
Welcome to the Willis Independent School District Employee Service Center

How would you like to confirm your identity?

( ) Via Voice
( ) Via SMS/Text

Next

✕ Cancel

3. Select how you would like a verification code sent to you and click next.

If your personal information was entered correctly, and you have a current phone number registered to your user account, you will receive an access code. If you do not receive an access code, contact Human Resources so we can provide you information to input a current phone number.

Please enter the access code:

👍 Ok

↩ Resend

4. Access Codes are sent automatically to the phone numbers on file. Enter the access code sent to you here.

Employee Register

Register

User ID:
Password: ★
Verify Password: ★

👍 Ok   **✕ Cancel**

5. Finally, create your <u>new</u> user name and password. DO NOT USE THE SAME USERNAME AS WHEN YOU WERE EMPLOYED.