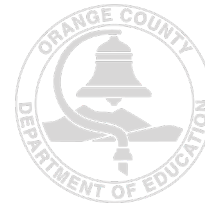


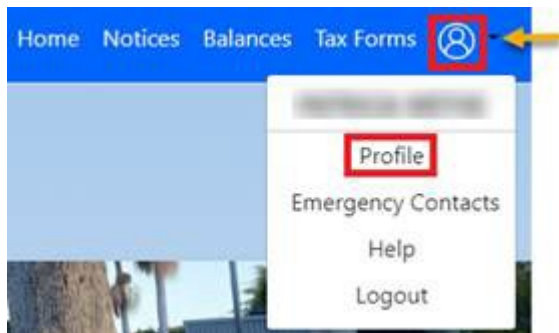
Employee Information System (EIS)



Updating Email on EIS

Below are step-by-step instructions to guide users through the process to update emails on EIS:

1. Login to the OCDE EIS system on a **web browser**.
 - a. If users are on a cell phone, they may use their cell phone browser, such as Safari on iOS.
2. Users will need to go under the Account section of EIS:



3. Click "**Profile**".
4. Select "**Change Email**" on the left side options of the EIS profile screen:

A screenshot of the EIS profile screen. On the left side, there is a vertical list of menu items: "Change Email", "Change Password", "MFA Settings", and "Contact Information". The "Change Email" item is highlighted with a red box. To the right of this list are two input fields. The first is labeled "New Email Address" and contains the text "New Email Address". The second is labeled "Confirm New Email Address" and contains the text "Confirm New Email Address". A blue "Save" button is located at the bottom right of the form area.

5. Enter and confirm a new personal email address for login purposes.

A screenshot of the EIS profile screen, identical to the previous one, but with a red rectangular box highlighting the entire form area, including the input fields and the "Save" button. The "Change Email" menu item on the left is also highlighted with a blue box.

6. Click "Save".

The screenshot shows a user interface for changing an email address. On the left, there is a vertical menu with four options: 'Change Email' (highlighted in blue), 'Change Password', 'MFA Settings', and 'Contact Information'. The main content area contains two text input fields. The first field is labeled 'New Email Address' and contains the placeholder text 'New Email Address'. The second field is labeled 'Confirm New Email Address' and contains the placeholder text 'Confirm New Email Address'. A blue 'Save' button is located at the bottom right of the form.

7. EIS screen will confirm that the email has been successfully saved and direct the user to check their inbox for a verification link.

This screenshot shows the same 'Change Email' form as in step 6, but with a success message displayed at the top. The message, 'Successfully changed email address. Please check your inbox for a verification link', is enclosed in a red rectangular box. The input fields and the 'Save' button are still visible below the message.

8. Users will receive an email from donotreply@ocde.us to the email entered in step 6 within 15-30 minutes. The new email will not be activated in the account until it is confirmed by clicking the hyperlink in the email received.

Please note, if users do not see the email in their inbox they should check their spam and junk folders.



Wed 5/22/2024 11:48 AM

donotreply@ocde.us

EIS Email Confirmation

To

Retention Policy OCDE Default Mailbox Policy (5 years)

Expires 5/21/2029

Please confirm the email address used for OCDE Employee Information System (EIS).

Until test@gmail.com is confirmed, it will not be available for use.

Please click the link below to confirm this email and activate it.



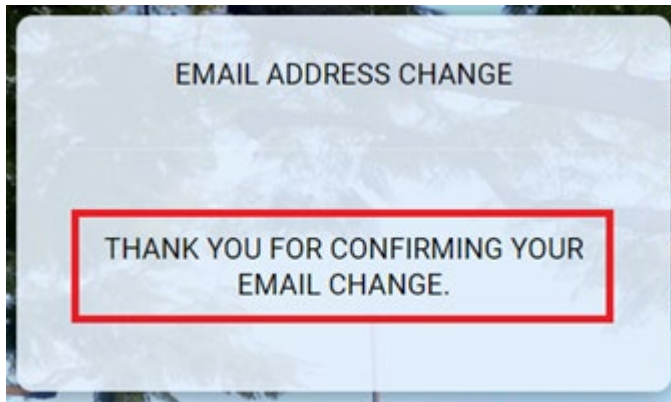
[\[my.ocdeapps.us\]](https://my.ocdeapps.us)

If you cannot click on the link above, please copy and paste the link to a new browser window.

<https://my.ocdeapps.us/Identity/Account/ConfirmEmail?userId=08d0a8ad-0e9a-4d94-9982-fe2ad44b89e8&code=Q2ZESjhPTVpNZUpLOFhCRXRPc0lrMEJJSA1NIN3N3admdYWjIjWbDBnc1dvcIM2eDVaSThyckpSV0pXeU1paitwVXRCC25Ib3U1c05uTkxHZXI5aWEyZW16c0Y2F> [\[my.ocdeapps.us\]](https://my.ocdeapps.us)

This email confirmation notice will expire in 30 days or after you confirm your email address (whichever comes first).

8. Once clicked the EIS page should confirm email address.



9. Users can now use their new email to login.