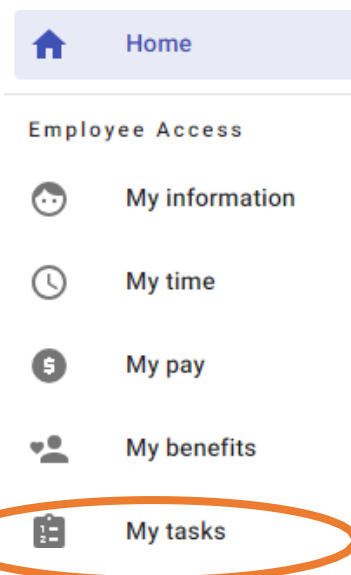


Open the [Employee Access](#) portal. Employees must be signed into their district email account before entering the Employee Access portal. A google verification window will pop-up and automatically drive you to the portal home page.

To view your benefit enrollment history, click on the My tasks option in the top left-hand corner of the screen.



Employee portal history is stored under My tasks. You will see employee benefit confirmations as well as other HR related document. Click on the document to view details.

My tasks			
<div>DocumentsForms</div>			
Documents			
Title	Date added ↑	Actions	
 EmpBenConfirmation.pdf	11/06/2023		
 EmpBenConfirmation.pdf	11/18/2022		
 EmpBenConfirmation.pdf	10/20/2021		