



## EMPLOYEE ONLINE INSTRUCTIONS

- You **MUST** be on a district computer to log into Employee On Line (EOL)
- Open your Google Chrome browser
- Go to the District Website ([www.mdusd.org](http://www.mdusd.org)), click on Staff in the top right corner and then scroll down to find Employee Online
- **YOUR USERNAME IS YOUR EMPLOYEE ID**– Can be found on your paycheck.
- Your Temporary Password is your Social Security Number without dashes or spaces.
- You will be prompted to change your password on your first logon. Must be at least 8 characters including one number
- If you forget your password after changing it the first time, enter your login credentials then click on the **FORGOT LOG IN** to reset your password.
- If you continue to have problems with the password, please have your office manager/supervisor request a password reset by entering a work order ticket at [helpdesk.mdusd.org](http://helpdesk.mdusd.org)
- EOL will allow you to:
  - View and print check stubs
  - View and print W-2
  - View direct deposit information
  - View tax withholding
  - View work history
  - View emergency contact information (Please verify this information is entered)
  - View your address and phone numbers