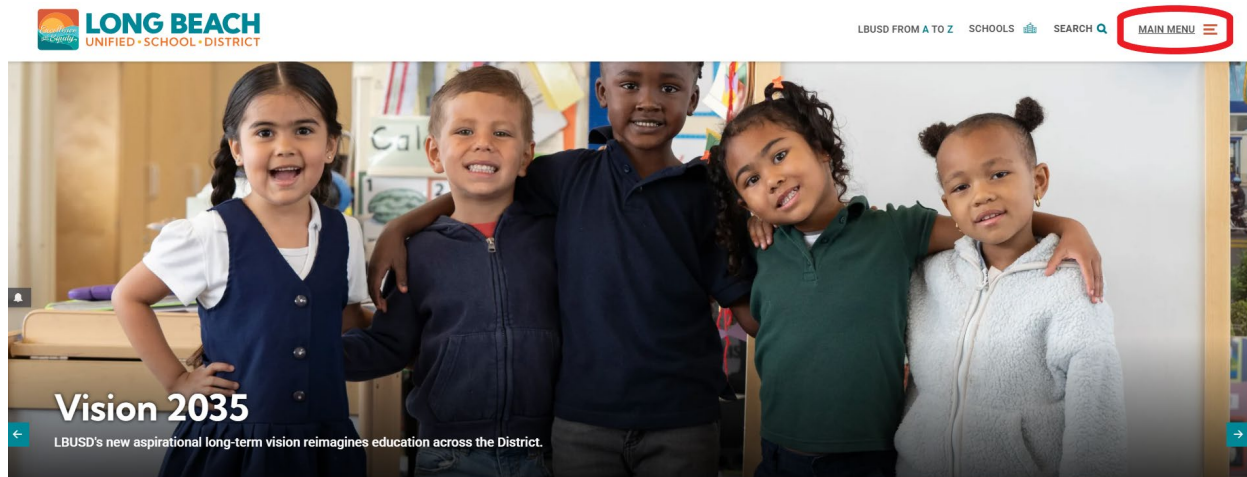


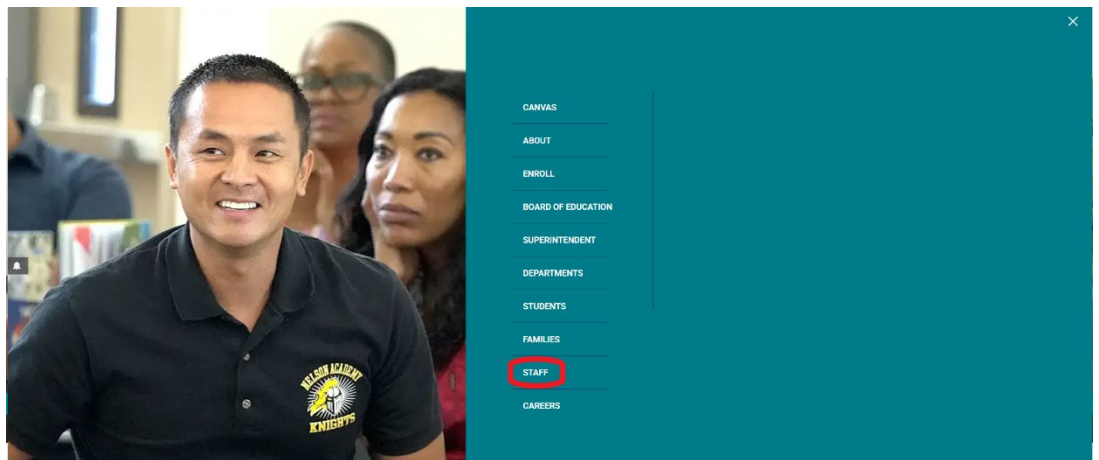
HOW TO MAKE AN ADDRESS CHANGE

Employee address changes may now be completed through the District Portal

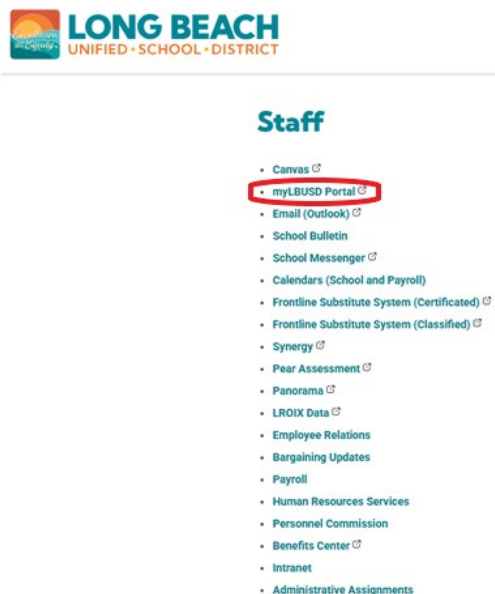
Step 1: Access portal via the District website: <https://www.lbschools.net/> and click on "Main Menu":



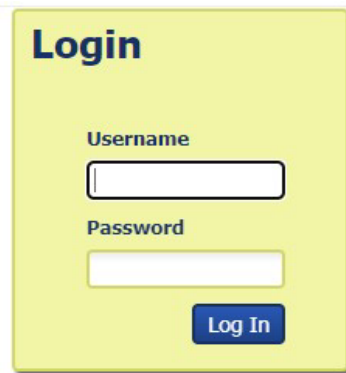
Step 2: Click on "Staff"



Step 3: Click on "myLBUSD Portal"



Step 4: Log into Portal



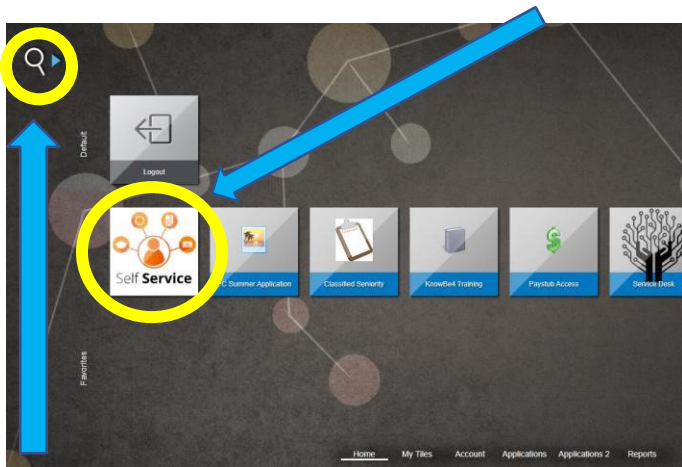
Login

Username

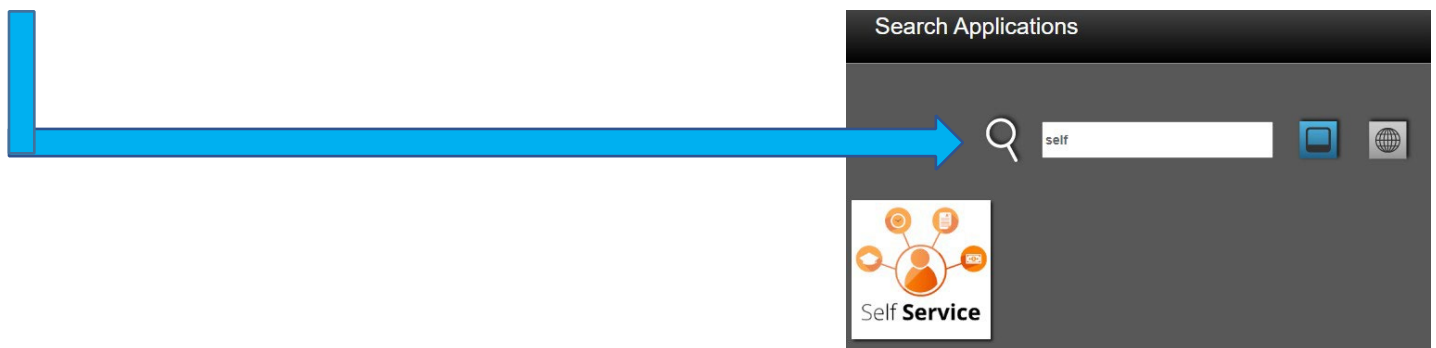
Password

Log In

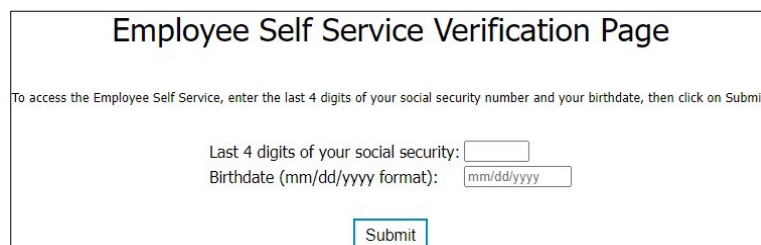
Step 5: Once in the portal, find the "Self Service" tile.



Step 6: If you do not see the "Self Service" tile on your screen, you can use the "Search" feature, by clicking on the magnifying glass at the top left of the screen. Type in "Self Service" and the tile will come up.



Step 7: Enter the required information in the Employee Self Service Verification Page:



Employee Self Service Verification Page

To access the Employee Self Service, enter the last 4 digits of your social security number and your birthdate, then click on Submit.

Last 4 digits of your social security:

Birthdate (mm/dd/yyyy format):

Submit

You have arrived! The Employee Self Service Portal is where you can change your address, see pay stubs, among many other resources. Please review the many options when you log in to your portal.



Employee Self Service

03-21-2025
10:27:23

Direct Deposit Authorization	Employee Contact Information
Pay Stubs	Preferred Name
Salary Advance	Beneficiary Designation
W2 Forms	TB Clearance Certification
W4 Form	
Employee Balances	
Summer Assistance Program	
Classified Seniority	

If you need assistance accessing the portal, please contact the Help Desk at ext. 8411.