

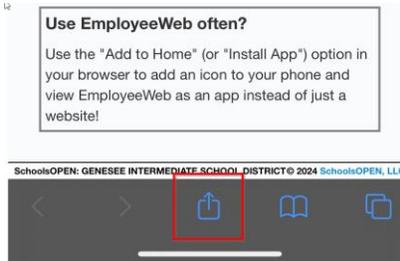


SchoolsOPEN EmployeeWeb Mobile Device

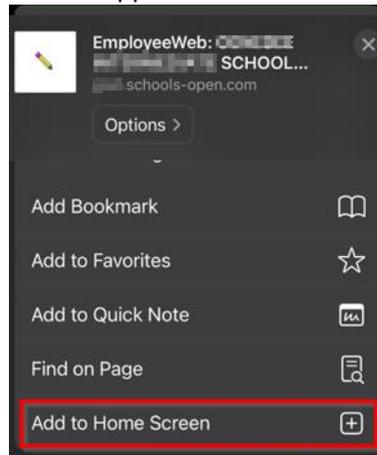
The purpose of this document is to walk an employee through the steps of utilizing EmployeeWeb mobile on Apple and Android devices for ease of use, especially when submitting a Time Off Request (TOR).

Apple

- Open your Safari browser and go to your district’s EmployeeWeb URL.
 - The URL is https://gisdcarm.schools-open.com/employee_web/login
- Click on the “send” icon within your browser.



- Select the “Add to Home Screen” or “Install App” icon from the new window



- This will create an “app” icon on your mobile device main screen. Simply click on the “eWeb App” icon on your mobile device whenever you wish to login to EmployeeWeb.
 - Note, this will be helpful when submitting a Time Off Request.
 - You will use the same username/password that you have always used to access EmployeeWeb.

