

# LONG BEACH

## UNIFIED • SCHOOL • DISTRICT

### EMPLOYEE SELF SERVICE

You are now able to go online and make changes yourself to the following:

- Direct Deposit Authorization
- Salary Advance
- W-4 Form
- Change of Address/Contact Information

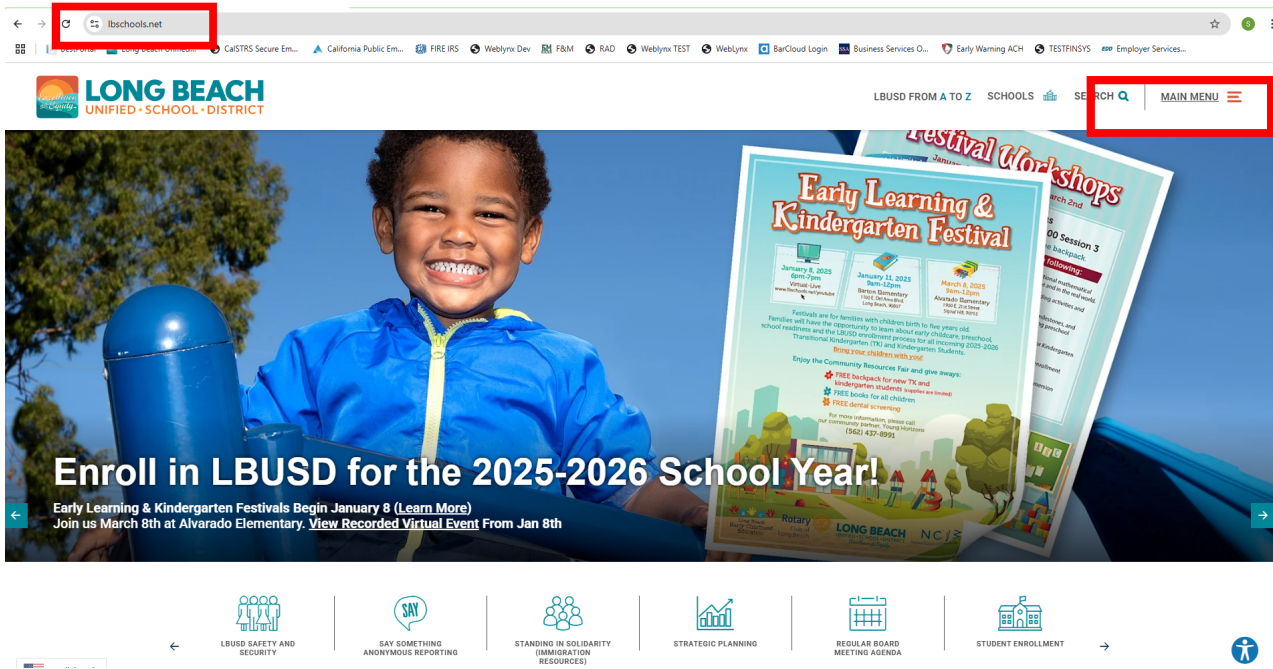
You can also view or print the following:

- Pay Stubs
- W-2 Form
- Notice of Assignment
- Special Contract Renewal

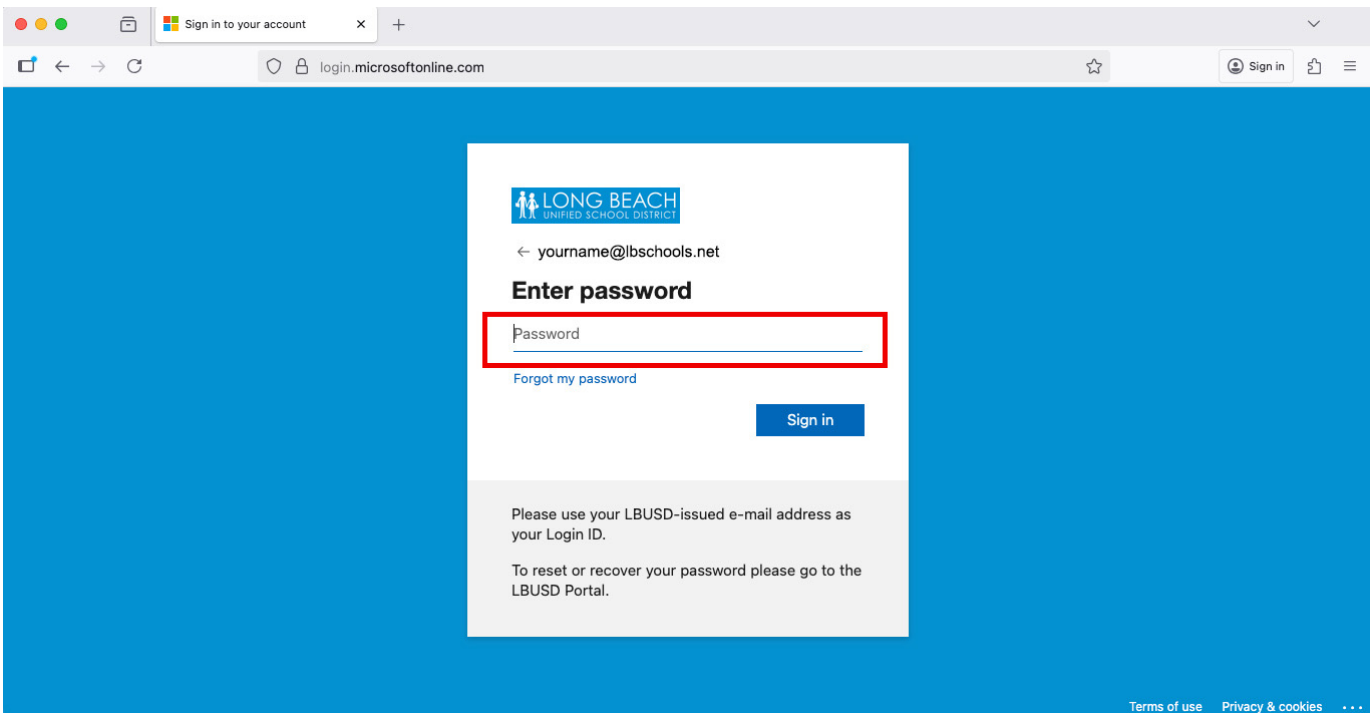
# EMPLOYEE SELF SERVICE

## Step 1:

- On the LBUSD webpage [www.lbschools.net](http://www.lbschools.net) click on **Main Menu/Staff/** and then select **myLBUSD Portal**



- Once selected, you will be routed to the portal login page where you will need to enter your **Username** and **Password** and click on Sign In. If you are already logged in, you will be taken directly to the main myLBUSD portal page.



# EMPLOYEE SELF SERVICE

## Step 2:

- ❑ Once in the myLBUSD Portal, select the Employee Self Service tile.


















### NEW MYLBUSD PORTAL (INTRANET)

#### LBUSD EMPLOYEE PORTAL

- myLBUSD Portal (New)
- Board of Education
- Business & Financial Services +
- Central Office Directories
- Deputy Superintendent of Schools
- Duplicating
- Human Resource Services +
- Instructional Applications for Teachers
- Personnel Commission +
- Principal's Hub
- Records Management
- Research & Student Outcomes
- School Safety +
- School Support Services +
- Special Education +
- Student Support Services +

### How to access Instructional Apps » on myLBUSD Portal

#### General Applications

 Self Service Employee Self Service	 Reset my Password	 IT Service Desk	 Maintenance Service Request	 Canvas Staff
 Suite Google G Suite	 Office 365 Microsoft 365	 Power BI Power BI	 myPD District and County of professional development	 Synergy
 Clear Point Strategy	 LROIX	 Equipment Transfer Form *	 Daily Time Capture	 Daily Time Capture Inquiry

\* You must be within the District Network to access this Application.



# EMPLOYEE SELF SERVICE

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## Step 3:

- ☐ Once on the Employee Self Service Access screen you will see the list of your available options. Click on the tab of your choice.



LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

**Employee Self Service**

02-12-2025  
12:07:52

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	