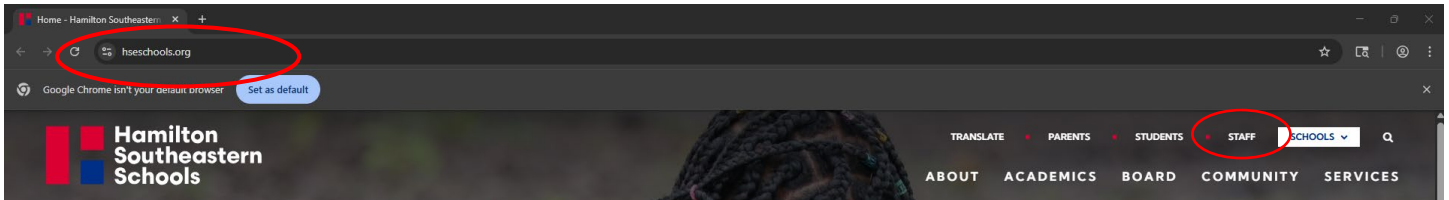


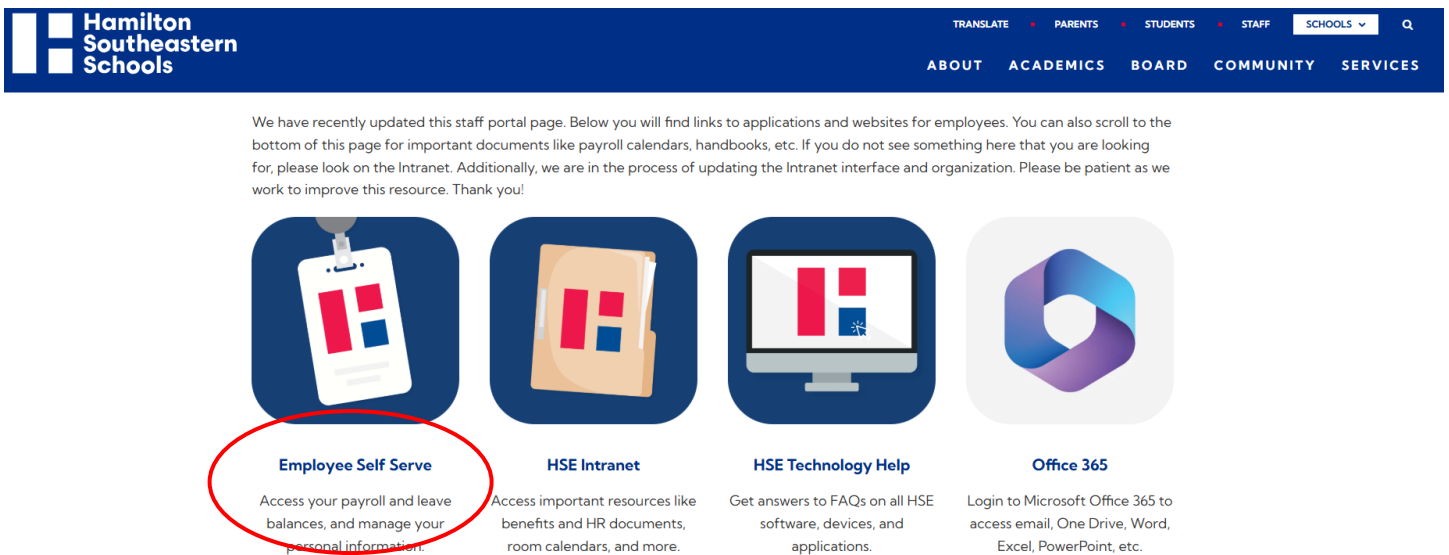
Employee Service Portal

Before you begin, you will need to have your Employee ID. This is either a 5 or 6 digit number. If you are not sure of your ID number, it is printed on your school ID badge. You will also need to have access to your personal email address.

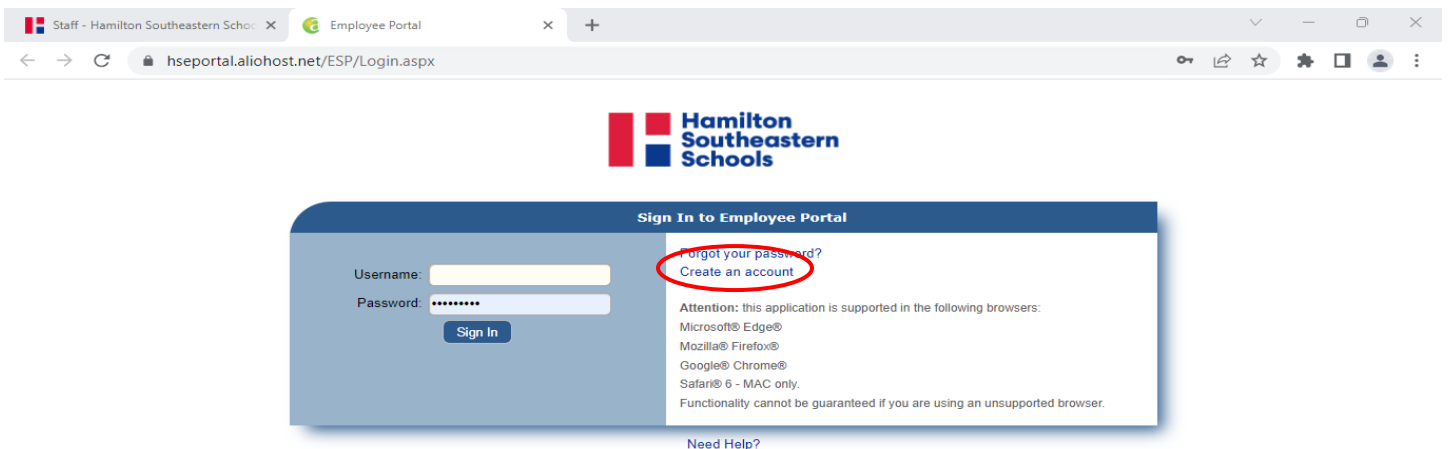
Go to hseschools.org. Select “Staff.”



Select “Employee Self Serve.”



Select “Create an account.”



Complete all information. Note: if your employee number is 5 digits, you must enter a “0” in front of the number. If your employee number is 6 digits, enter it as printed on your Employee ID. It is also helpful to use all uppercase when entering your First and Last Name.

You will create your username and password. Please note that the password must contain 8 characters, upper and lower case, one number and one special character. Please enter your PERSONAL EMAIL when creating your account.

If you complete the information and get an error message stating that the information cannot be validated, double-check the entered information.



Create New Account

Instructions for creating a new user account.

All fields must be completed prior to submitting your information.

Please include a zero (0) in front of your employee #. (i.e. 016999)

After your information is verified, you will receive an account activation email. This email will contain a link that you must click to activate your account. Once your account has been activated, you may log into your account.

Personal Information

Employee No	<input type="text"/>	First Name	<input type="text"/>
Last Name	<input type="text"/>	Last 4 of Social Security No	<input type="text"/>
Birth Date	<input type="text"/>	Zip Code	<input type="text"/>

Profile Information

User Name	<input type="text"/>	Minimum 6 characters
New Password	<input type="text"/>	Minimum 8 characters with at least one number and one special character
Confirm Password	<input type="text"/>	
E-mail	<input type="text"/>	

E-mail is used for system notifications and for retrieving login information.

Personal Question 1	<input type="text"/>
Personal Answer 1	<input type="text"/>
Personal Question 2	<input type="text"/>
Personal Answer 2	<input type="text"/>
Personal Question 3	<input type="text"/>
Personal Answer 3	<input type="text"/>

*All information is required

Once information is validated, the system will send an email to the address you entered. You will need to go to the email and click the link to activate the account. You will then be directed to return to the Login page and use the username and password you created.

After you have setup your account, you will be able to request changes to your address, tax withholdings, direct deposit and personal information. Your paystubs are available under the Payroll Tab, to view, select the green box on the pay date you wish to view/print and a PDF will be created. You can also view your Sick & Personal Day balance under the Leaves Tab.