

HELIOS EMPLOYEE PORTAL ACCESS GUIDE

Please visit the following site (using Chrome preferably):

<https://gethelios.com/rialtousd>

Username and Password are not necessary as Rialto Unified School District is using the **Single Sign-On** feature.

Instead, scroll down past the log-in fields, and click on the **Employee Portal** button option under the message that reads “**Login with Your Organization Password Single Sign-On**”.

Note: For a smoother experience please be sure that you are logged in to your District Google account before you try to access Helios. If you are not currently logged in to Google, you will be asked to log in after you click the **Employee Portal** button.

The screenshot shows a web browser window with the address bar displaying `gethelios.com/rialtousd/auth/login`. The main content area features a login form for the Rialto Unified School District. The form is titled "Rialto Unified School District" and has a section for "Login with Helios Password" which is crossed out with a large red "X". This section includes radio buttons for "Admin" (selected) and "Employee", followed by "Username" and "Password" input fields. A red error message "This field is required" is visible below the Username field. A "Log In" button is at the bottom of this section. Below the crossed-out section is a section titled "Login with Your Organization Password Single Sign-On". This section contains two buttons: "Admin Portal" and "Employee Portal". The "Employee Portal" button is highlighted with a red rectangular border. At the bottom of the form, there is a link that says "Logging in as Employee/New hire and Forgot Password?" and the Helios logo.

After clicking the **Employee Portal** button you will be asked to accept the terms of use. You will need to toggle **Yes** and then click the **Accept and Login** button.

Accept Terms of Use

We noticed you have not had an opportunity to review and accept the Terms of Use. Please take a moment to indicate your acceptance below. Thank you.

- Terms of Use/Services Agreement
- Privacy Policy

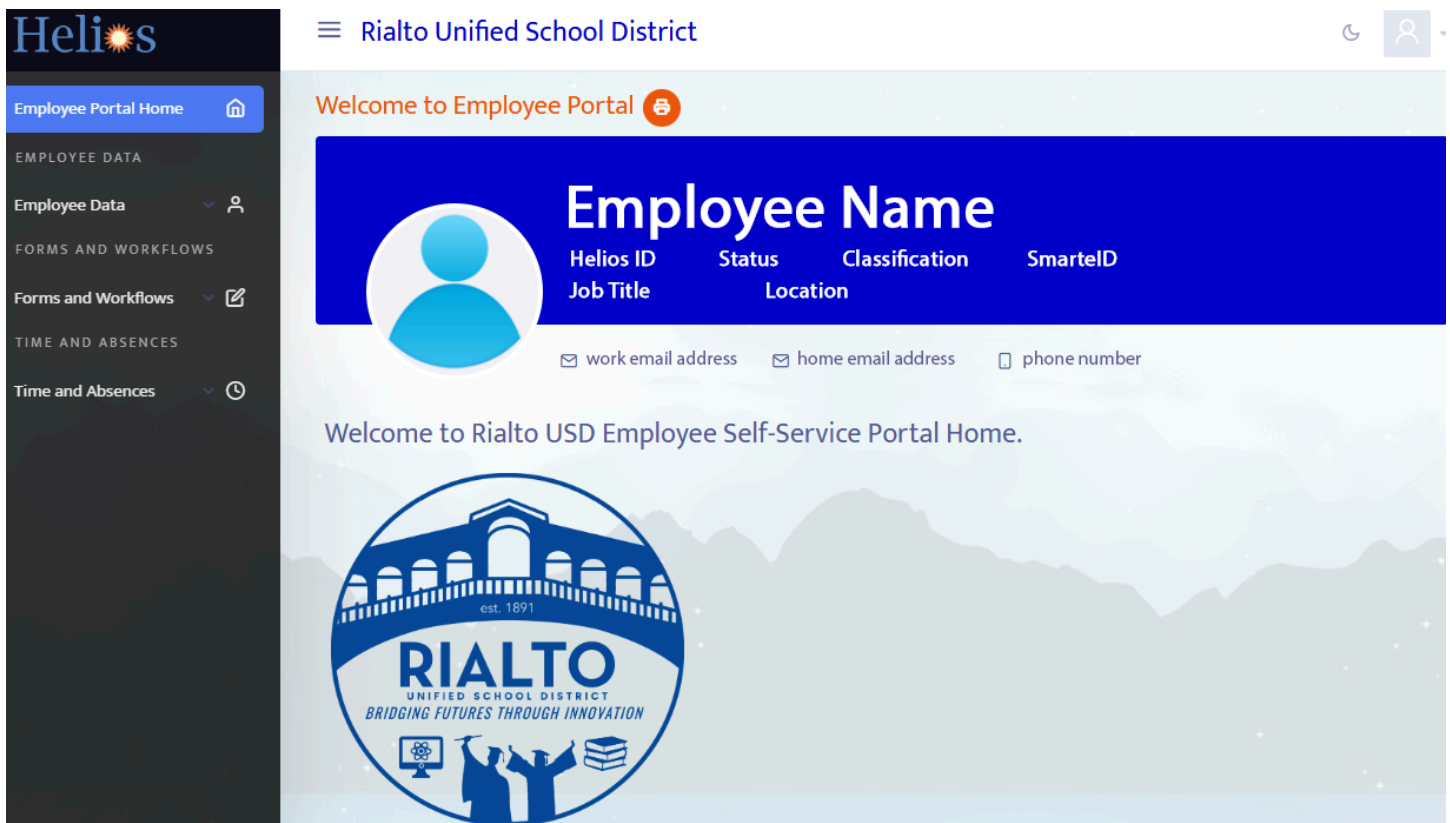
I accept the Terms of Use and Privacy Policy *

☐ No  Toggle to "Yes"

Accept and Login

Once logged in, you will see the **Employee Portal** which will contain any form or document that needs to be filled out and/or signed.

Note: We plan on adding resources for employees in this portal in the near future.



Troubleshooting: If you are not able to access the portal, please contact either Ricardo Carranza and or Marcos Amador in Human Resources for assistance. Contact information included below:

Ricardo Carranza, Human Resources Specialist

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Marcos Amador, Human Resources Analyst

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