

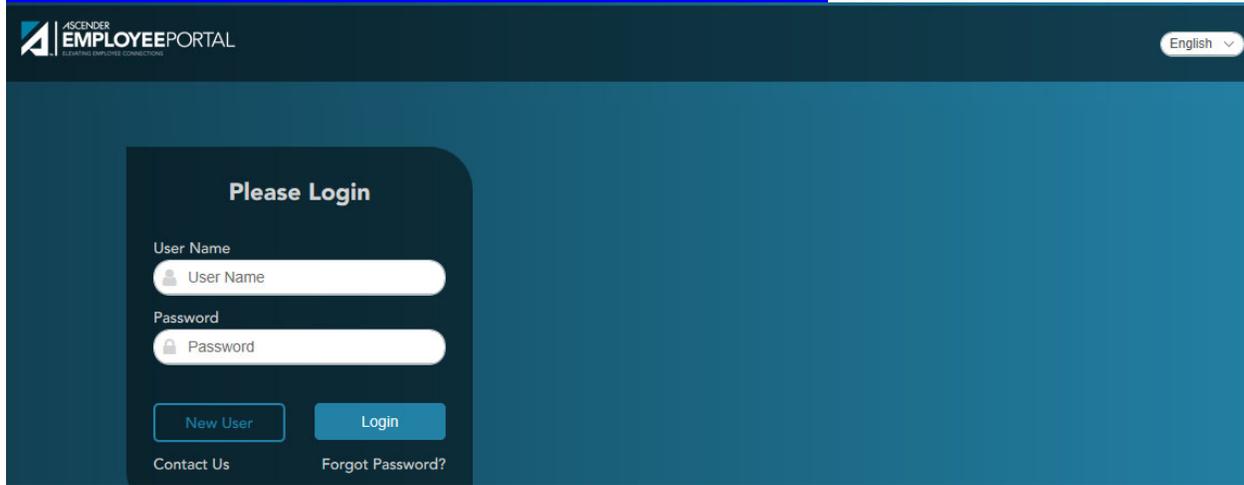
# New Employee Logon

## New User

Hold your Ctrl button and Click on the url below:

**Note:** may not copy full address, double check and finish typing if needed (in Chrome)

<https://txeis.esc6.net:8443/EmployeePortal/login?distid=187910>



The screenshot shows the login interface for the ASCENDER EMPLOYEE PORTAL. At the top left is the logo and text 'ASCENDER EMPLOYEE PORTAL'. At the top right is a language dropdown menu set to 'English'. The main content area is a dark blue box with a white login form titled 'Please Login'. The form contains two input fields: 'User Name' and 'Password'. Below the fields are two buttons: 'New User' and 'Login'. At the bottom of the form are two links: 'Contact Us' and 'Forgot Password?'.

From the Logon page, click **New User**. The New User page will display prompting the user to enter the employee number (in the field social security number) **Only takes six digits**, date of birth, and zip code, **may be work or home zip**. If this information does not match what exists in the district's database for the employee, the user will not be able to create a user ID and password.

- If you are not a new user but have forgotten your password (that is, the employee number is currently associated with a security record user name and password), the **Forgot Password** button is displayed.

Please enter your social security number, date of birth, and zip and click Retrieve.

Social Security Number (no dashes)

Date of Birth (mm dd yyyy)

Zip Code

Retrieve

- In the **Employee Number** field, type your employee number. Leading zeros are required (**six digits**).
- In the **Date of Birth** field, type your date of birth in the mm dd yyyy format.
- In the **Zip Code** field, type your zip code.
- Click .
- If you have never created a user ID and password, and you enter the information correctly, a second New User page is displayed.
- On the second page, the employee number/social security number, date of birth, zip code, last name, and first name are display only. This is the security record that will be attached to your record.

The screenshot shows the ASCENDER EMPLOYEE PORTAL registration form. The form is set against a dark blue background with white text and input fields. At the top left is the logo for ASCENDER EMPLOYEE PORTAL with the tagline 'ELEVATING EMPLOYEE CONNECTIONS'. Below the logo, the form fields are arranged vertically: Employee Number, Date of Birth, Zip Code, Last Name, First Name, a security instruction, User Name, Password, Password Verification, Work E-mail (pre-filled with lbadger@esc6.net), Home E-mail, Home E-mail Verification, Hint Question, and Hint Answer. A 'Save' button is at the bottom. The User Name and Password fields are highlighted in yellow in the original image.

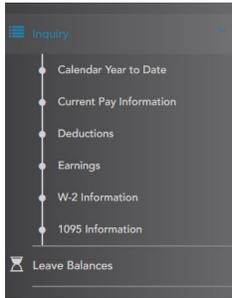
- In the **User Name** field, type your user name.
  - It must be **six to eight characters** and must be unique within the district.
  - It is not case-sensitive.
  - It must be verified to be unique in the system before it is accepted.
  - It links the security information to the employee information via the employee number.
- In the **Password** field, type a password.
  - It must be **eight alphanumeric characters**.
  - It must have one uppercase letter, one lowercase letter, and one number.

- It is case-sensitive.
- It is encrypted in the database.
- In the **Password Verification** field, retype the password for verification and validation.
- In the **Work E-mail/Home E-mail** fields, type your e-mail addresses.
  - An existing e-mail address will be displayed, but cannot be modified.
  - If an e-mail address does not exist, one can be entered.
  - The e-mail address is used for the Forgot Password notification.
- In the **Work E-mail Verification** and **Home E-mail Verification** fields, retype your work and home e-mail addresses for verification.
- In the **Hint Question** field, type the question to be asked in the event that you forget your password. The hint question is displayed on the second Forgot Password page.
- In the **Hint Answer** field, type the answer to the hint question. The field is case-sensitive. The hint question and hint answer are used for authenticating the user when the password is forgotten.
- Click **Save** to save the information.
 

Your user name, password, hint question, and hint answer are saved in an internal table.
- There is only one logon per user. An e-mail message will be sent to you confirming a new user was created.
- Received a message that failed to authenticate, yet it let me log in with new settings.



**Inquiry expanded view.**



Welcome to Region 6 ESC Employee Access Website. Click on Inquiry or Self-Service above to view or change your information.

Each option gives employee a view of payroll information.

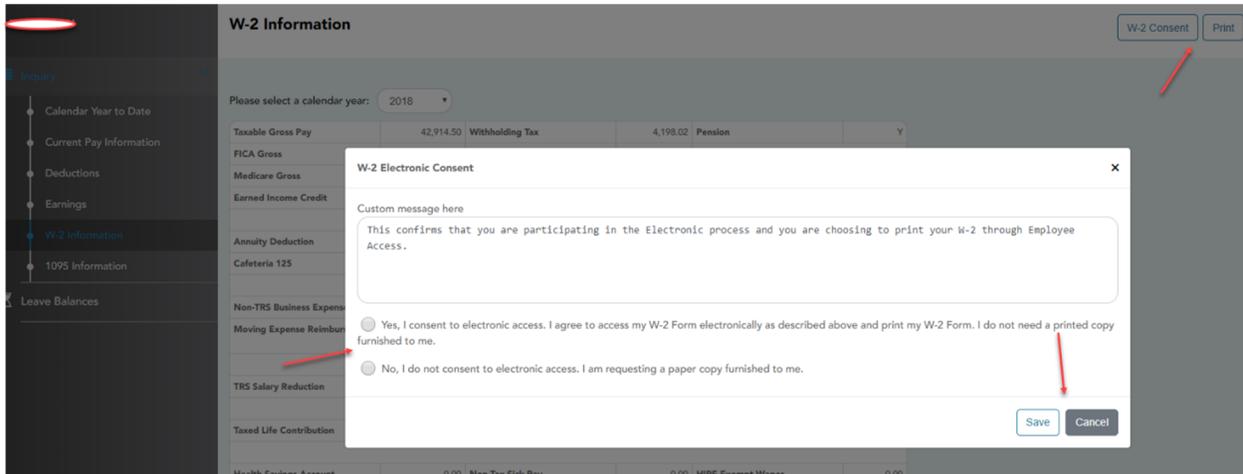
On Calendar Year to Date it will even show a time stamp of current day and time you are looking plus last posted pay date. You can also see previous calendar year information.

The Current Pay Information give the employee information in the view that is typically seen on a pay stuff, EFT email.

The Deductions options shows what employee has chosen when first enrolled or after each year insurance renewal. It also shows what employee currently has selected on a W-4 (2019 or older) as far as Marital Status and Number of Exemptions.

Earnings option – not used at Region 6

W-2 and 1095 options – take you to employee electronic copy. There will be a consent to fill out when opening. Select Consent option, Save, then option of Print will be available.



Employee Leave Balances:

This will show the leave available. Remember this will have a note referring to the balance are from 10<sup>th</sup> of previous month.

**Leave Balances**

Leave Balances are as of the 10th of the previous month.

Please select a frequency type: Monthly

Leave Type	Beginning Balance	Advanced / Earned	Pending Earned	Used	Pending Used	Available	Units
DOCTOR VISITS	0.000	8.000	0.000	1.000	0.000	7.000	DAYS
STATE PERSONAL DAYS	26.000	5.000	0.000	0.000	0.000	31.000	DAYS
LOCAL SICK <35 DAYS	3.000	7.000	0.000	0.000	0.000	10.000	DAYS
VACATION AFTER 5 YRS	2.500	15.000	0.000	2.000	0.000	15.500	DAYS

Leave Type: ALL From Date of Leave: mm-dd-yyyy To Date of Leave: mm-dd-yyyy Retrieve

Employee Profile page includes sections for: *Most of this information can be updated by employee and saved. Save is at top of page.*

- Legal Name
- Marital Status
- Driver’s License
- Restriction Codes
- Email
- Emergency Contact Information
- Mailing Address
- Phone Numbers

Relationship: Spouse

Emergency Notes: text if no answer

**Mailing Address**

	Current	New
Number		
Street/P.O.Box	123	
Apt		
City		
State	TX - TEXAS	TX - TEXAS
Zip		
Zip+4		

**Phone Numbers**

	Current	New
Home	()	
Cell	()	936 ()
Business	() ext.	

Changes on this screen require documentation to be sent to the payroll office before changes are approved. Make your changes in the new boxes and click on SAVE.

Can undo in each section. Save is at top of page for changes on sections Marital Status through

Will let you make changes on sections Marital Status through phone numbers

Anything below red note goes through Payroll/HR

Sections: *Changes to this information made by Payroll/HR*

- W4 Marital Status Information
- Direct Deposit Bank Accounts

Changes on this screen require documentation to be sent to the payroll office before changes are approved. Make your changes in the new boxes and click on SAVE.

Payroll Frequency: Monthly

### W4 Marital Status Information

	Current	New
W4 Marital Status	S - Single	S - Single
Nbr of Exemptions	1	1
Filing Status		M - Married filing jointly
Multi Jobs	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Children under 17	0	0
Other dependents	0	0
Other Income	0.00	0.00
Deductions	0.00	0.00
Other Exemptions	0.00	0.00

**Direct Deposit Bank Accounts**

	Primary	Current	New
Bank Name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bank Acct Nbr			

Some fields will allow changes. Changes may be updated, but final approval is based on documentation turned into Payroll/HR

Update Undo Update Undo Delete