

Accessing eSuite HR Portal:

1. Go to the WISD homepage (www.washtenawisd.org) and click on Staff.

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Announcements

- Intersection now open
- Dr. Menzel named to State organization
- Changing perceptions around disabilities
- Leader Board's edition on equity in education
- Summer learning for students
- WISD Affirms ALL students

Events

- WISD Board Meeting
Tuesday, August 22, 2017 - 5:00pm
- FREE EdCamp for Educators!
Wednesday, August 23, 2017 - 9:00am
- CPR/First Aid training for educators
Thursday, August 24, 2017 - 2:00pm
- Responsive Mathematics Institute

Families and Visitors | Learning Networks | Early Childhood | Special Education | **Staff** | Students | Parents

2. Once in Staff Logins, select eSuite HR Portal to go to the login screen.

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Staff Information Support

WISD Staff Logins	WISD Staff Logins		
WISD Office 365 Portal	Aesop	AppliTrack	CSR Helpdesk ServiceDesk plus
Equity, Inclusion, Social Justice	Healthy WISDom	Let's Talk!	Maintenance Request
The Insider - Local Connections Only	Meal Magic	moodle	New World
Common Calendar	WISD ONLINE CATALOG	Office 365	Registration Gateway
Contact Us - Let's Talk!	safeSCHOOLS TRAINING	Power School Summer School	SCHOOL MESSENGER
News & Events	STAGES software	TINET	WISD Warehouse Request
Shout Out!	eSuite HR Portal	WORKSHOP REGISTRATION	Washtenaw ISD Directory
WISD Agency Forms	The Insider Local Connections Only		
WISD Contact Directory			
Business Office - Resources for Staff			
Human Resources - Resources for Staff			
Technology - Resources for Staff			

3. Employee Login

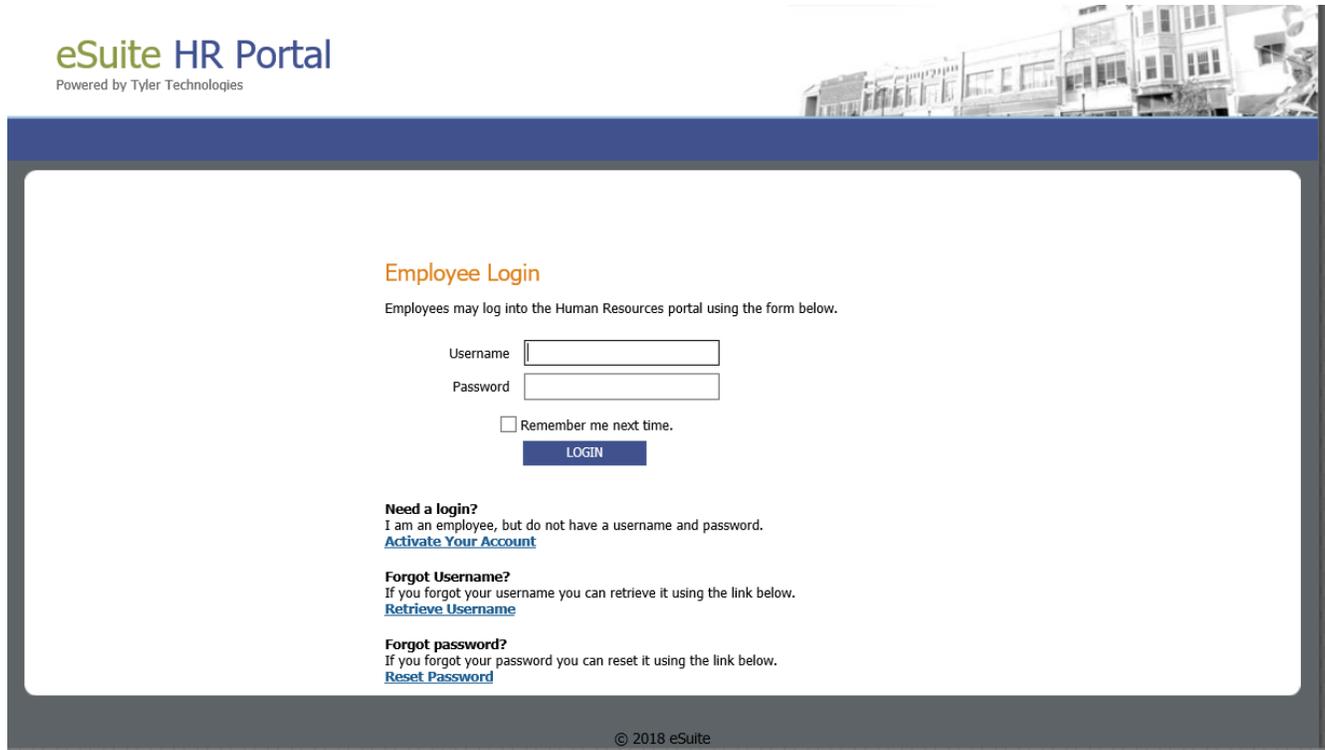
Use to log in to your account.

Need a login?

Use when logging in for the first time to activate your account.

Forgot username or password?

Use this to reset either one.



The screenshot shows the 'Employee Login' page of the eSuite HR Portal. At the top left, the logo reads 'eSuite HR Portal' with 'Powered by Tyler Technologies' underneath. The main content area is titled 'Employee Login' and includes the instruction: 'Employees may log into the Human Resources portal using the form below.' Below this are two input fields for 'Username' and 'Password'. A checkbox labeled 'Remember me next time.' is positioned below the password field. A blue 'LOGIN' button is centered below the checkbox. Three links are provided for users who need a login, forgot their username, or forgot their password: 'Activate Your Account', 'Retrieve Username', and 'Reset Password'. The footer of the page contains the copyright notice '© 2018 eSuite'.

Activating Your Account

Before you log into eSuite for the first time, you will need to activate your account by setting up a user ID yourself.

1. Click the link, "Activate Your Account" that is displayed below the Employee Login area. The Activate Your Account page below will display. Fill in the requested information and click the Continue button, to complete the activation process.



The screenshot shows the 'Activate Your Account' page of the eSuite HR Portal. At the top left, the logo reads 'eSuite HR Portal' with 'Powered by Tyler Technologies' underneath. The main content area is titled 'Activate Your Account' and includes the instruction: 'Complete the form below to begin the account activation process.' Below this is a section titled 'Verify Your Identity' with three input fields: 'LAST NAME', 'SSN', and 'CONFIRM SSN'. The SSN and CONFIRM SSN fields are formatted with dashes and boxes for each digit. A blue 'CONTINUE...' button is centered below the input fields. The footer of the page contains the copyright notice '© 2017 eSuite'.

2. After you have completed the steps to create your login ID and password, you will be able to login and view your payroll information.

Accessing Your Account

1. Navigate to the Employee Login Page, enter your login ID and password, and then click the **Login** button.

The screenshot shows the 'Employee Login' page of the eSuite HR Portal. At the top left, it says 'eSuite HR Portal Powered by Tyler Technologies'. The main heading is 'Employee Login' in orange. Below it, a message states: 'Employees may log into the Human Resources portal using the form below.' There are two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember me next time.' and a blue 'LOGIN' button. Below the login form, there are three sections: 'Need a login?' with a link to 'Activate Your Account'; 'Forgot Username?' with a link to 'Retrieve Username'; and 'Forgot password?' with a link to 'Reset Password'. The links 'Retrieve Username' and 'Reset Password' are circled in red. At the bottom, it says '© 2018 eSuite'.

2. The HR Portal Home page will display. Click **MY HR** at the top of the page to display the options available to you.

The screenshot shows the 'MY HR' page of the eSuite HR Portal. At the top left, it says 'eSuite HR Portal Powered by Tyler Technologies'. The main heading is 'MY HR'. Below it, a message states: 'Welcome, [Name]'. There is a navigation menu with the following items: HOME, MY HR, BENEFIT ENROLLMENT, and LOGOUT. The 'MY HR' menu is open, showing a list of options: Benefits, Contacts/Dependents, Deductions, Direct Deposits, Personal Information, Positions & Pay Rate, Taxes, Paychecks, Print W-2 Forms, and Print 1095-C Forms. At the bottom, it says '© 2017 eSuite'.

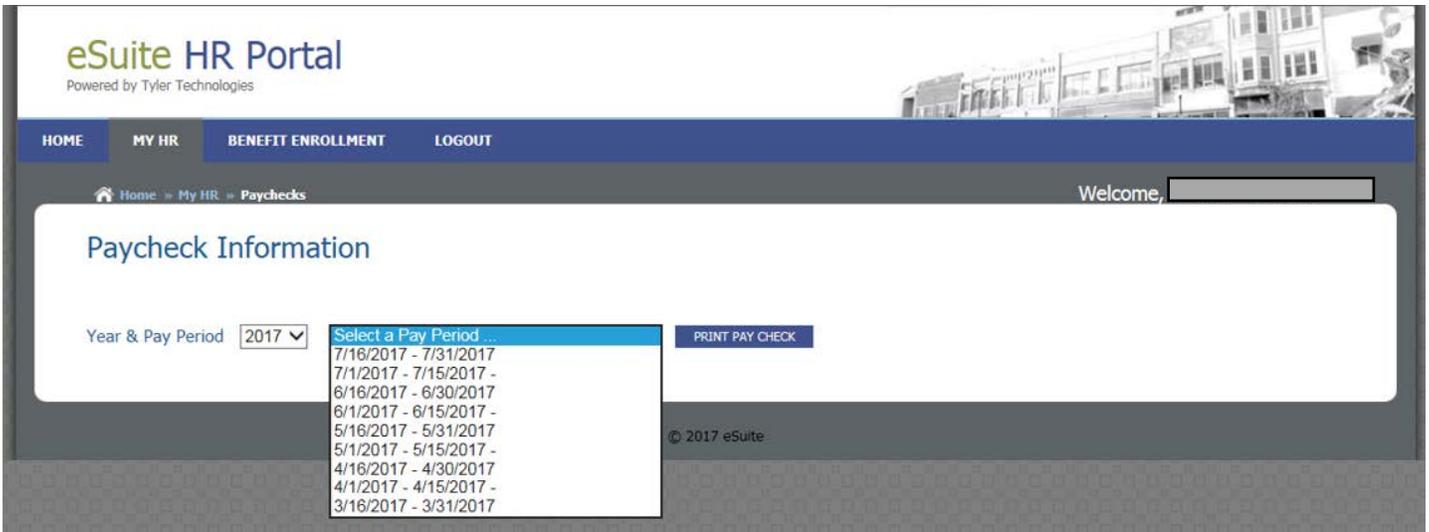
3. The Employee Portal will then display. It contains links to the different types of employee information that you can access. Click on the name of information you want to view. Paycheck stubs is a commonly accessed type of information.

The screenshot shows the 'Employee Portal' page. At the top left, it says 'eSuite HR Portal Powered by Tyler Technologies'. A navigation bar includes 'HOME', 'MY HR', 'BENEFIT ENROLLMENT', and 'LOGOUT'. Below the navigation bar, there is a breadcrumb trail 'Home » My HR' and a 'Welcome,' message followed by a name input field. The main content area is titled 'Employee Portal' and contains ten links with brief descriptions: **Benefits** (A summary of your current and historical benefits.), **Deductions** (A summary of your current and historical deductions.), **Personal Information** (Manage your personal information such as address, contact information, etc.), **Taxes** (View a summary of your current tax withholdings.), **Print W-2 Forms** (Print your W-2 Forms.), **Contacts/Dependents** (Manage your personal contacts for emergencies and other purposes.), **Direct Deposits** (Manage your direct deposit distributions.), **Positions and Pay Rates** (View your current positions and pay rates.), **Paychecks** (View your recent and previous paychecks.), and **Print 1095-C Forms** (Print your 1095-C Forms.). A copyright notice '© 2017 eSuite' is at the bottom.

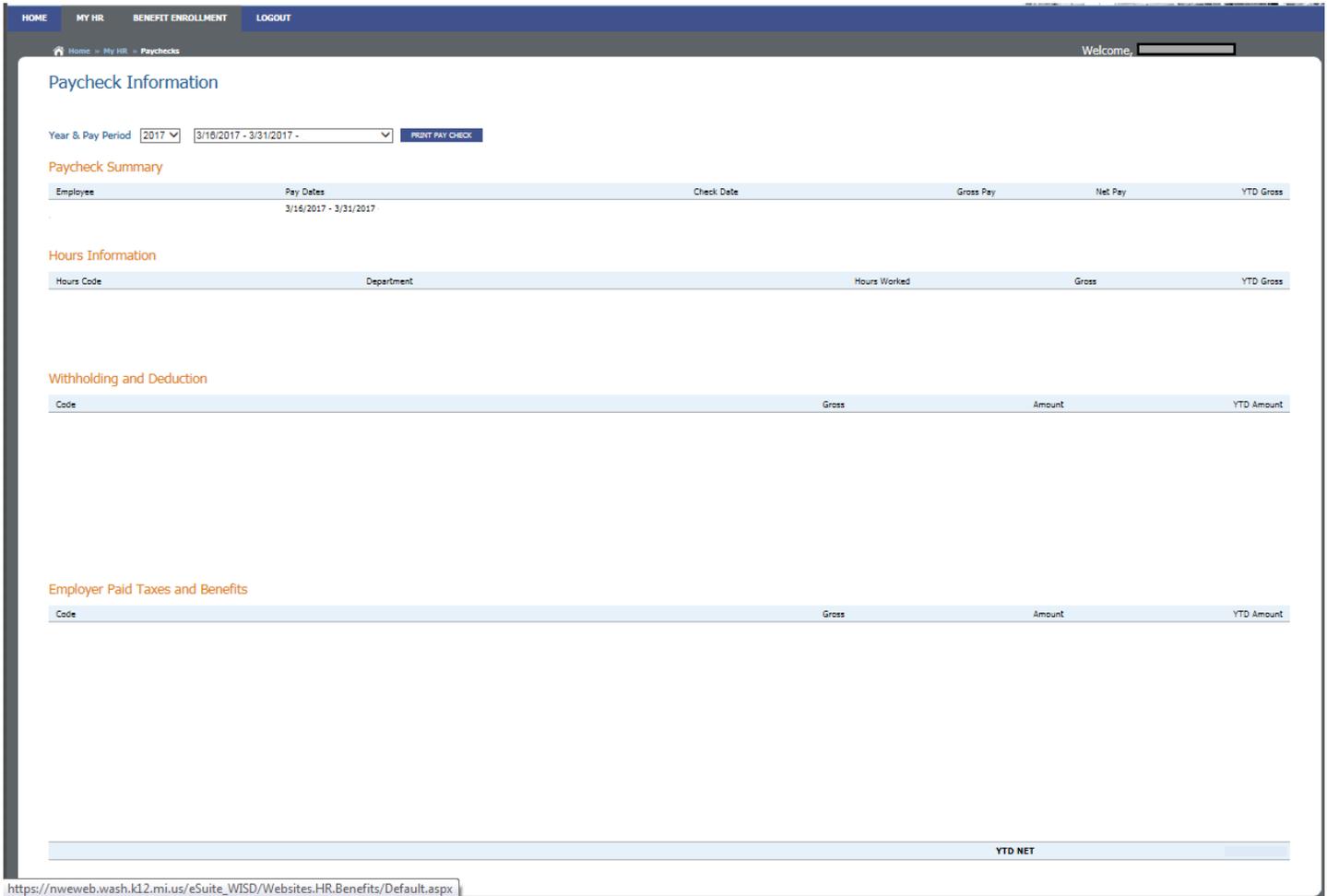
4. **Pay Check Information:** Click the Paychecks link to display date options available.

The screenshot shows the 'Paycheck Information' page. It has the same header and navigation as the previous page. The breadcrumb trail is 'Home » My HR » Paychecks'. The main content area is titled 'Paycheck Information' and features a form with 'Year & Pay Period' containing a dropdown menu with '2017' selected, a text input field with 'Select a Pay Period ...', and a 'PRINT PAY CHECK' button. A copyright notice '© 2017 eSuite' is at the bottom.

- a. Select the desired pay period from the drop down list.



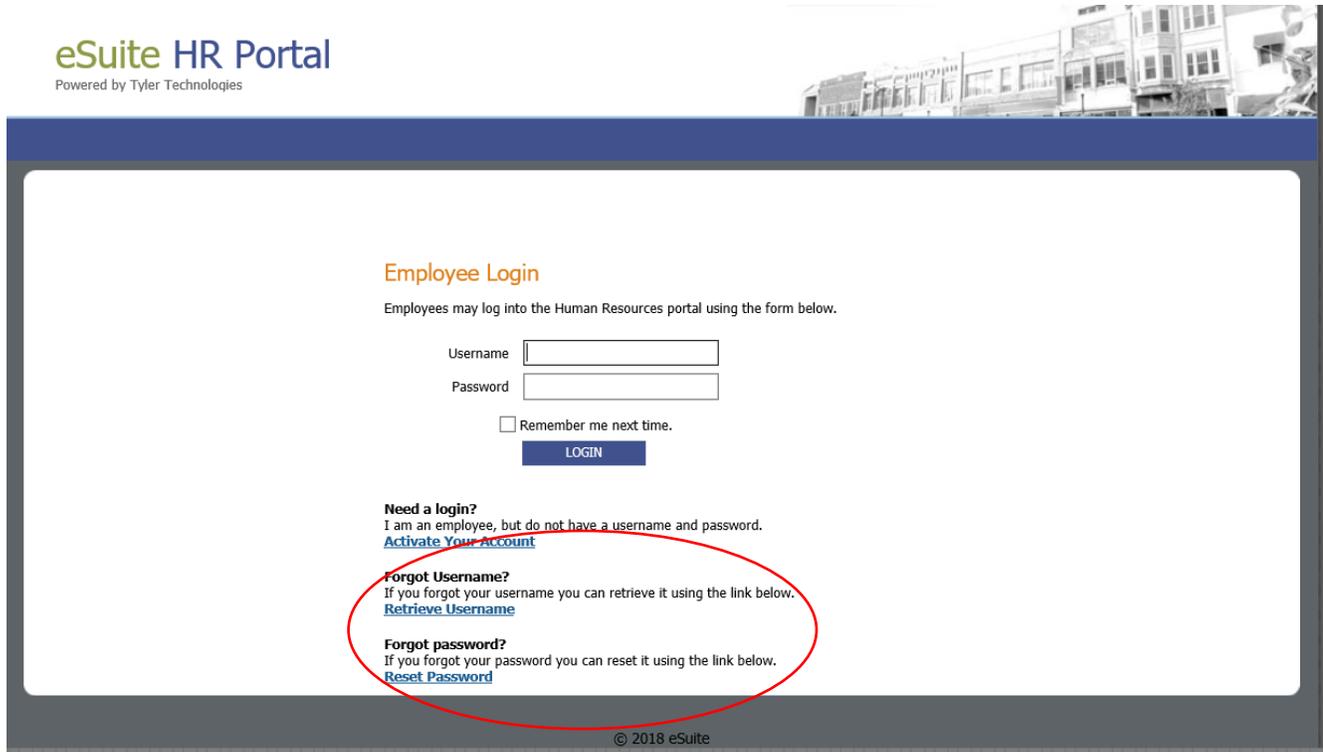
- b. To view and print an electronic copy of your pay stub, click the "Print Pay Check" button.



Can't remember your username? Your password? You can reset them yourself.

NOTE: It has been reported by some users that when using Google Chrome, the system-generated emails may not arrive in your inbox. If you experience issues, try this again using Microsoft Edge.

At this screen, click either "Retrieve Username" or "Reset Password" and provide the information requested on the subsequent screens that appear:



When resetting your password, the following rules apply for passwords:

- Must be at least 8 characters
- Must have at least 1 uppercase letter
- Must have at least 1 number
- Must have at least 1 special character
- Previously used passwords can not be used again

If you are still unable to retrieve your username and/or reset your password:

Create a CSR Ticket. Log into the system. If you are unsure of your login credentials, please contact the Tech help desk at x 1286 for assistance with your username and password.

The screenshot shows the Washtenaw ISD website. At the top left is the logo for Washtenaw ISD, a Regional Educational Service Agency. To the right is a search bar. Below the logo is a navigation menu with links for Home, About Us, Board of Education, Departments, Services, Employment, and Contact Us. The main content area is titled 'Staff Information Support' and features a grid of service icons. A red circle highlights the 'CSR Helpdesk ServiceDesk plus' icon, with a red arrow pointing to it from the right.

Click on Submit your Request. Click on WISD Default Ticket. Enter the information below on your CSR ticket. Make sure you also fill in your room number/district name, phone contact and subject. All fields with a red asterisk are required.

The screenshot shows the CSR ticket creation form. The top navigation bar includes 'Requests', 'Solutions', and 'My Details'. Below the navigation bar is a search bar and a 'Request Catalog' dropdown. The form is titled 'New Request' and has a 'Change Template' dropdown set to 'WISD Default Ticket'. The 'Priority' is set to 'High'. The 'Requester Details' section shows the name 'Karen Waitz'. The 'Category' is 'New World', 'Site' is 'WISD', 'Subcategory' is 'eSuite Other', and 'Item' is 'Password'. The 'Outcenter Program Location' is set to '-- Select Outcenter Program Location'. The 'Subject' field is empty. The 'Description' field contains the text 'Locked out of eSuite, need password reset'.