

GOT TO- [www.honeygroveisd.net](http://www.honeygroveisd.net)

CLICK ON- ADMINISTRATION

CLICK ON- FACULTY & STAFF

CLICK ON- Employee Access

THE FOLLOWING SCREEN SHOULD APPEAR. FIRST TIME USERS, CLICK ON “NEW USER”



THE FOLLOWING PAGE IS DISPLAYED-

Employee Access

Employee Access > New User

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

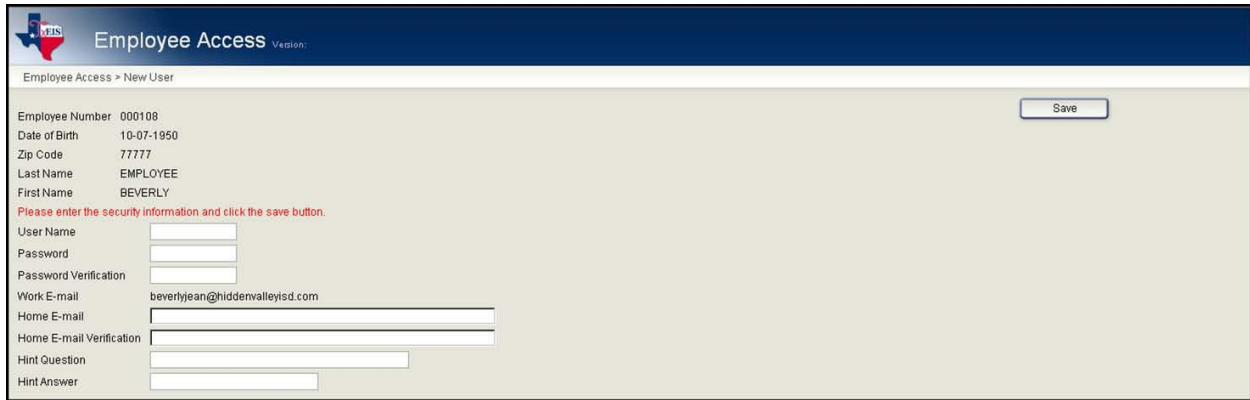
Employee Number: 000108 (no dashes)

Date of Birth: 10 / 07 / 1950 (mm dd yyyy)

Zip Code: 77777 Retrieve

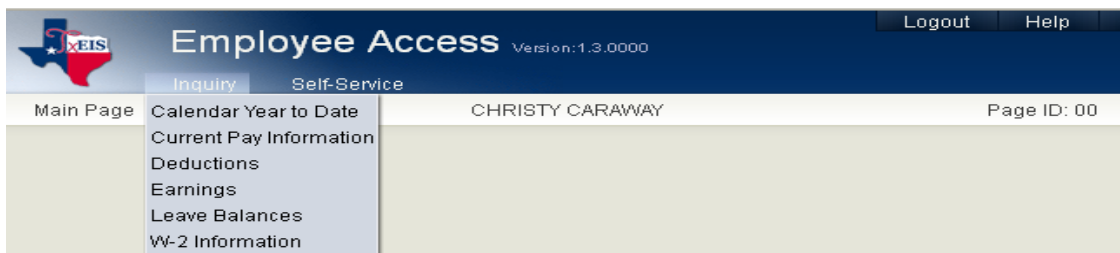
- Complete the “social security number” field without dashes.
- Enter “date of birth” in the correct format (mm dd yyyy).
- Enter your zip code.

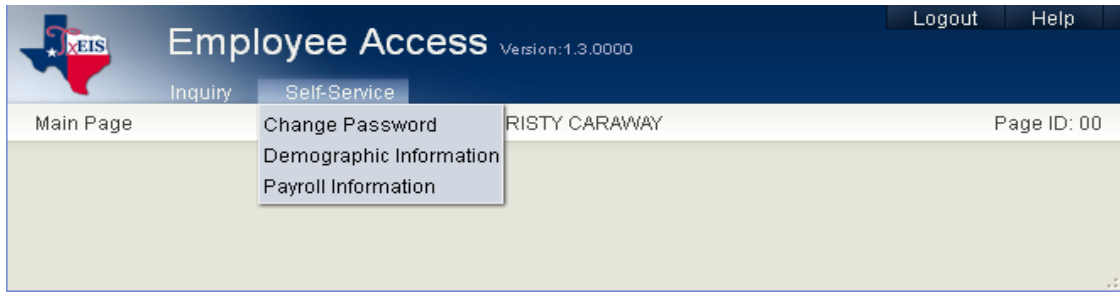
**THE FOLLOWING PAGE IS DISPLAYED-**



1. In the user name field, type a 6-8 character user name (no embedded spaces are allowed).
2. In the Password field, type a 6-9 character password.
3. In the password verification field, retype the password.
4. In the work email field, type your work email if it does not display. If a home email already exists, this field will not be available for modification.
5. In the home email field, type the home email address if it does not display. If a home email address already exists, this field will not be available for modification.
6. In the home email verification field, retype the home email address that you typed in the Home email field (if available for modification).
7. In the Hint Question field, type a question you will be asked in the event that you forget your password at a later date.
8. In the Hint Answer field, type the answer to the hint. This is case-sensitive.
9. Click Save.
10. You will be returned to the login page and enter your newly created USERID and PASSWORD.

The following page will display.





**The following fields under INQUIRY are available to view:**

Calendar Year to Date earnings

Current Pay Information (your monthly wage and earnings statements will be here to view)

Deductions

Earnings

Leave Balances

W-2 information

**The following fields under SELF SERVICE are available to view:**

Change Password

Demographic Information\*

Payroll Information\*

**\*(In the future, you will be able to make changes to some of your demographic information here and submit it to me thru TXEIS.)**