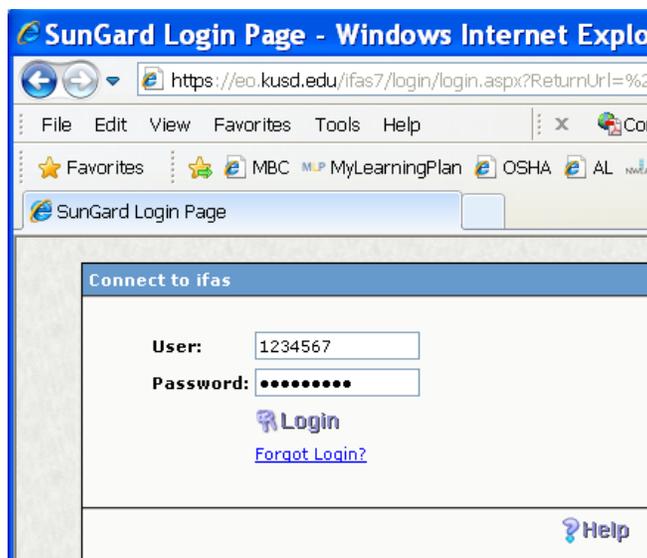


KUSD Employee Online (EO)

Help Desk, Last update May 3rd, 2013

1. How do I access KUSD Employee Online (EO)?

To login to KUSD Employee Online, open a web browser and enter the following address in the address bar: www.kusd.edu/eo (the link is also on the KUSD's Staff Connect page). Then press **Enter**. You will see the login screen below:



**The preferred web browsers for EO are Internet Explorer and Firefox. If you use Safari, some options may not be visible.

2. What is my EO user name and password?

The user name is your KUSD employee ID#. The default password is your Social Security number with no spaces or hyphens. If you have changed the EO password to something else, type it in.

3. What do I do if I can't login to EO?

If you have changed your password to something else, but you can't remember what it is, click the **Forgot Login?** link to have a temporary password emailed to your KUSD mailbox.

*** *This method works only if you have already entered **your KUSD email address** in Employee Online (under Personal Information | Home Address) ****

Shortly after you submit the request, you will receive an email with a new temporary password from bitech@kusd.edu. Use this temporary password to login to EO and then change the password to something else.

If your KUSD email address is missing from your EO personal information OR if you use your personal email address, you will receive the message **Unable to locate login.**

If you receive this message, please call the Help Desk at 359-7700 to have your password reset.

4. How do I change my EO password?

For security reason, if you are not prompted to change your Employee Online password from your Social Security number to something else, you should change it by yourself. You can change your EO password at any time by clicking the **Option** button  on the upper-right corner of the main menu screen. Then select **Change Password**.

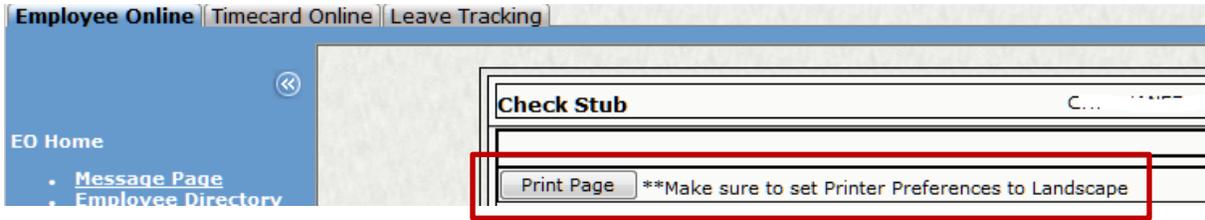


5. If I change my EO password, does it also change my KUSD email password?

No, the two accounts are not related. When you change your email password, it will not affect your EO password. If you change your EO password, it will not change your email password.

6. How do I view and print my check stub?

Click the Check stub link and select the date of the check stub you want to view. Once you see the check stub, click on the **Print Page** button on the upper left corner.



Once the **Printer setup** opens, select **Preferences**. Then switch the page orientation from **Portrait** to **Landscape**. The option to change the page orientation is located at different tab in Printer setup depending on the model of the printer you are using.

7. How do I update my personal information?



Under **Personal Information**, click on the link you would like to update.

For example, click the **Home Address** link. Then click **Edit** on the lower-right to update your home address, phone number, and email address. Click **Save** to save the information.

Note: If you can't view the **Edit** button, please use a different web browser such as Internet Explorer or Firefox.