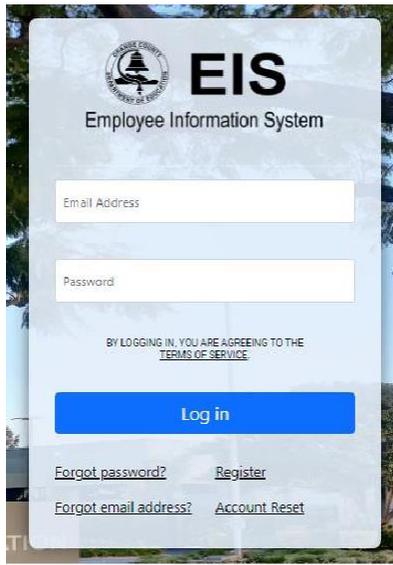


Employee Information System (EIS)



Welcome to the Employee Information System (EIS) user training manual. EIS ensures that pertinent information is readily available and allows users to view detailed wage and tax statements.



Login/Registration

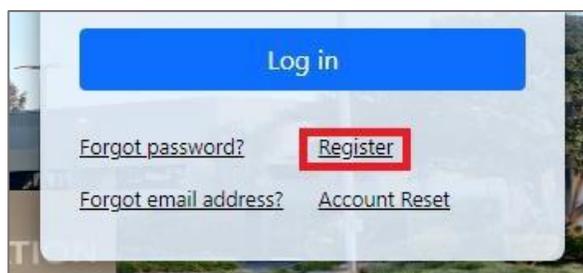
To log in (Current User) or register (New User) for EIS, open a web browser and go to the following address: <https://my.ocdeapps.us/>. You may also access EIS through your mobile device by visiting the App Store and downloading OCDE EIS.



- Registering for EIS (New User)

Before registering, ensure the following information is available:

- 10 Digit Employee ID
(Your ID for NOCCCD is 88 followed by your Banner ID)
- The last four digits of the user's Social Security Number
- Date of Birth
- Valid Email Address **(Cannot be a work/District email address).**
 1. Once the welcome screen comes up, click the "Register" link:



2. Next, the registration form will be displayed. Fill out all sections using the information gathered above.

REGISTER

Basic Info

Employee ID

Last 4 Digits of SSN

mm/dd/yyyy

Log-In

MUST USE PERSONAL EMAIL ADDRESS – DISTRICT EMAIL ADDRESSES ARE NOT ALLOWED

Email Address

Confirm Email Address

Password

- No spaces, apostrophes, or commas
- 14 characters minimum
- Please use 3 of the following 4 criteria:
 - Number
 - Special character (ie. ! @ # \$ % & *)
 - Upper case
 - Lower case

Confirm Password

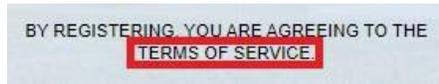
BY REGISTERING, YOU ARE AGREEING TO THE [TERMS OF SERVICE](#)

Submit

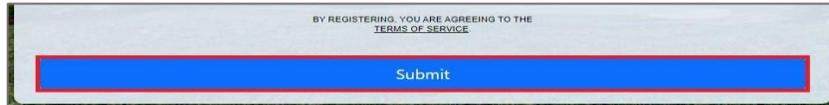
- Ensure the password adheres to the following requirements:

- No spaces, apostrophes, or commas
- 14 characters minimum
- Please use 3 of the following 4 criteria:
 - Number
 - Special character (ie. ! @ # \$ % & *)
 - Upper case
 - Lower case

- A user agrees to the EIS Notice and Terms of Service by registering. These will be displayed by clicking the hyperlink below.



3. Read the terms and then click the blue **Submit** button, and the user can progress to the two-factor authenticator setup detailed below.



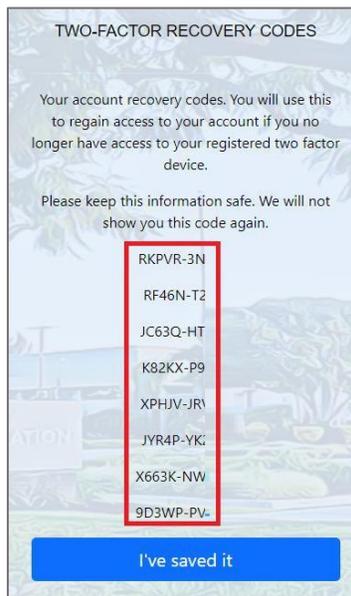
Two-factor Authentication (2FA)

Two-factor authentication (2FA) is an extra layer of protection essential for securing our user's sensitive personal information.

- During registration, a user will set up a two-factor authenticator device.
- After setting up a device, the system will confirm the user's device by requiring an authentication code.
- Once the device is verified, the user will receive 8 unique recovery codes on the screen.

Please note that each user must save these recovery codes to regain account access if their 2FA device changes. OCDE advises saving a screenshot or copying and pasting these codes securely.

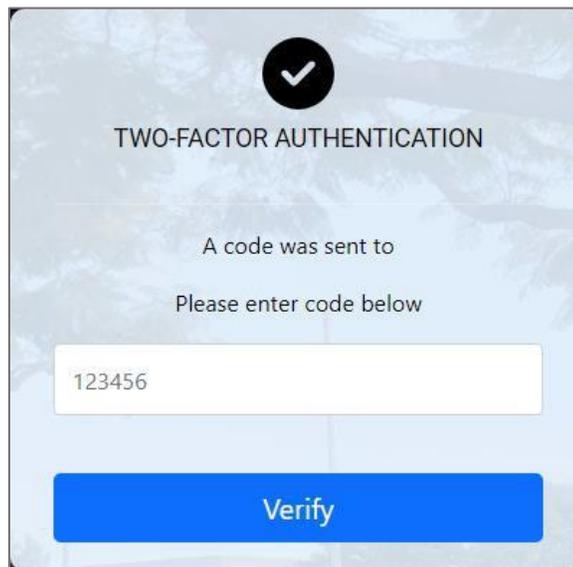
Once saved, select "I've saved it."



- Each time users log into EIS, they will be asked to provide the 2FA. Users can select to receive a text or call to their authentication device.
- If the user cannot access their 2FA device, they can select "Login using recovery code." Each of the eight Two-Factor Recovery Codes can be used one time only.



- Once notified, enter the code and select "Verify" to log in.

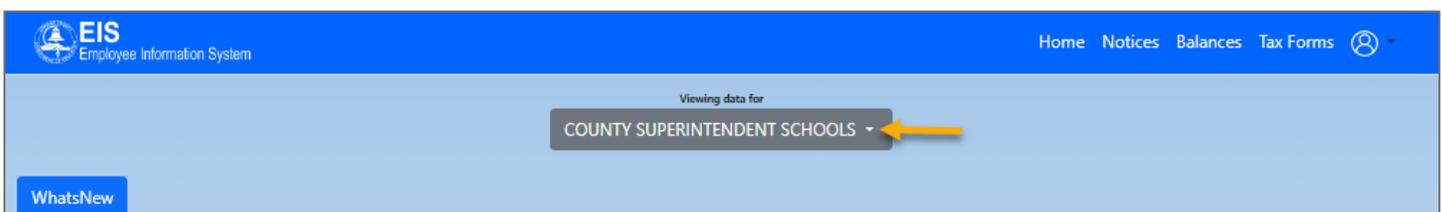


Home

The EIS home screen displays Payroll History for quick access to data such as Pay Stubs **(NOCCCD does not use OCDE Time and Attendance)**

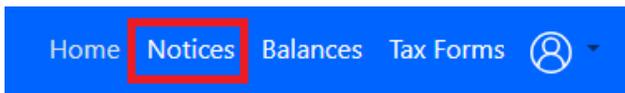
- Multiple Districts

If an employee has been employed in more than one Orange County School District, use the dropdown on the Home Screen below to select the appropriate District.



Notices

For districts utilizing the Notices screen in EIS, posted district forms and notices are available to view.



Current notices are posted at the top of the screen. After reading, clicking "Next" allows the employee to state that they have read, understood, and acknowledged the receipt of the notice. Once all notices have been viewed, the employee will click "Submit." NOCCCD may use this feature in the future.

Past Notices can be viewed by clicking the "View" button under the Actions column. ***(Currently not in use)***

Past Notices		
This is a list of notices you've acknowledged		
Notice Name	Date Acknowledged	Actions
Annual Notice Memo.pdf	8/23/2022	View
Alcohol, Drug, and Tobacco Policy.pdf	8/23/2022	View

Balances

Located on the Balances screen in EIS are the Payroll History (Pay Stubs) and Leave Balances (Time and Attendance). NOCCCD does not use OCDE Time and Attendance.

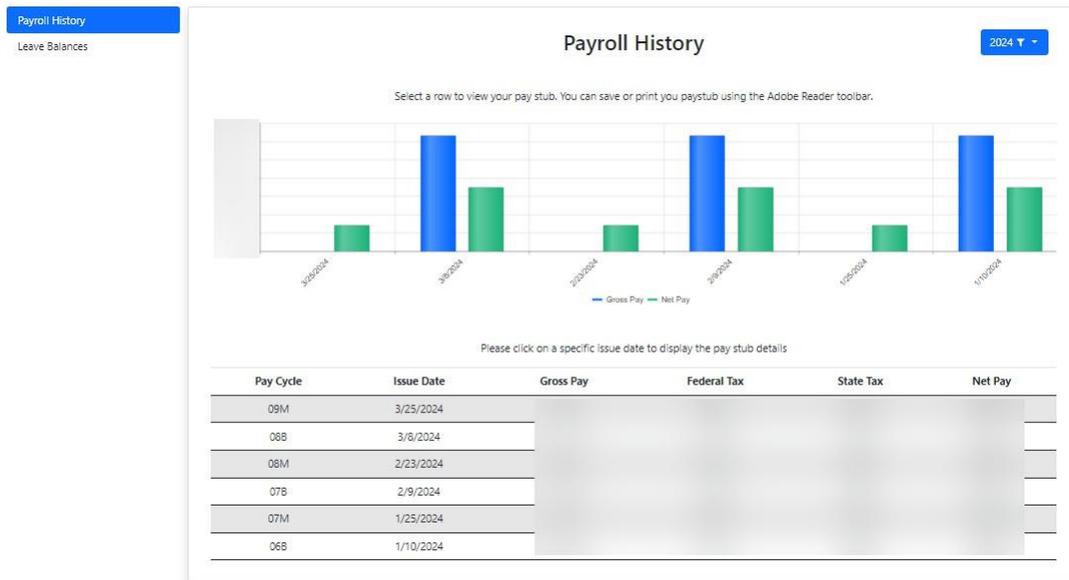


- Leave Balances

This option does not apply to NOCCCD - Please continue to use Banner myGateway to view leave balances.

- **Payroll History**

Located on the Balances screen in EIS is the Payroll History (Pay Stubs). To view or download a PDF version of all available forms, highlight and click the issue date.



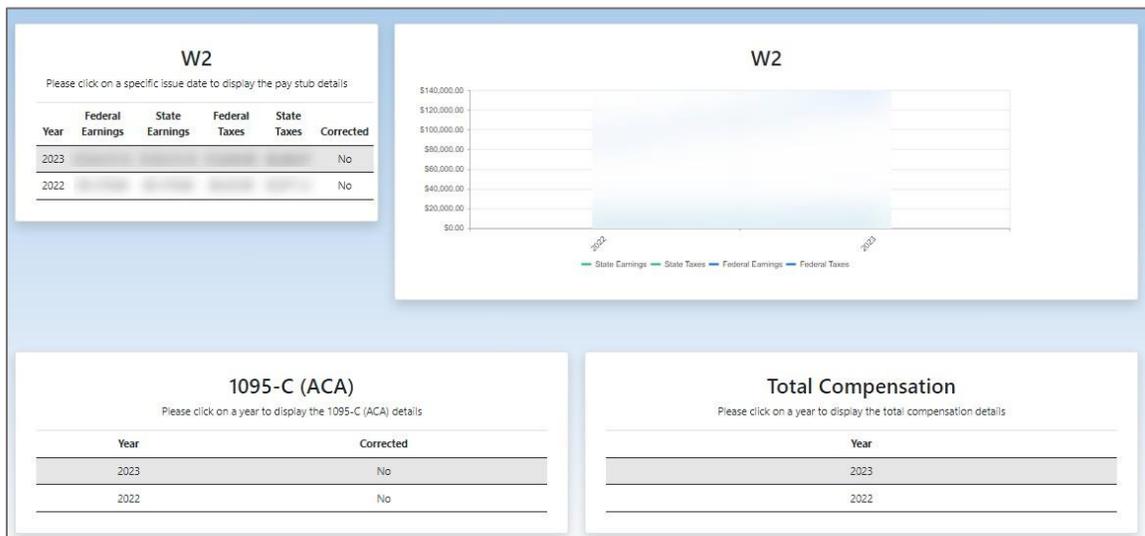
The Payroll History screen defaults to the current calendar year. To view prior years, click the dropdown arrow next to the current year on the right side of the screen.



Tax Forms

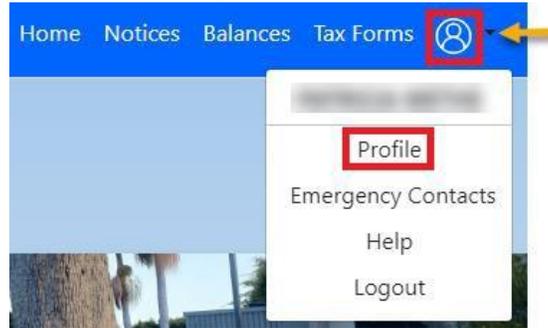
The Tax Forms section displays employees' form W2, 1095-C, and, if applicable, Total Compensation details. To view or download a PDF version of all available forms, highlight and click the issue date.

- **W-2 Wage and Tax Statement:** This form shows the year's total earnings and taxes withheld.
- **1095-C (Affordable Care Act):** This form details an employee's medical coverage if covered by their District.
- **Total Compensation:** This form contains an employee's total compensation details, if applicable.



Account

Under the Account section of EIS, changes can be made to Email addresses, Passwords, and Multifactor Authentication (MFA) settings. Employees from districts utilizing the Self-Service feature can also update their Contact Information on these screens.



- Profile

On the profile screen in EIS, changes can be made to the user's email address, passwords, and Multifactor Authentication (MFA) settings.

- Change Email

Selecting "**Change Email**" on the left side of the EIS profile screen will allow users to update their email for login and notification purposes. i.e., forgetting a password.

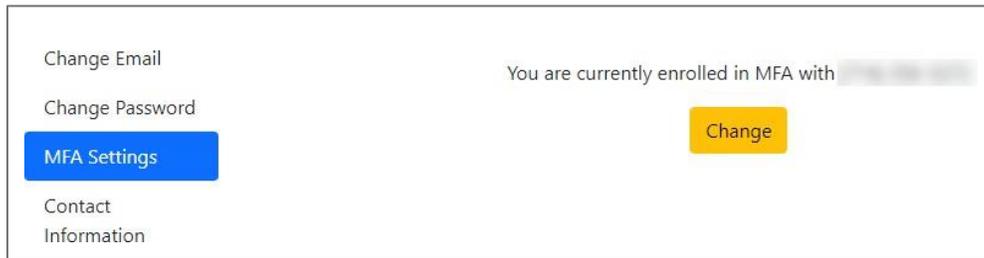
A screenshot of the EIS 'Change Email' form. On the left side, there is a vertical list of menu items: Change Email (highlighted in blue), Change Password, MFA Settings, Contact Information, and Information. The main content area contains two text input fields. The first is labeled 'New Email Address' and the second is labeled 'Confirm New Email Address'. A blue 'Save' button is located at the bottom right of the form.

- Change Password

Selecting "**Change Password**" on the left side of the EIS profile screen will allow users to update their password.

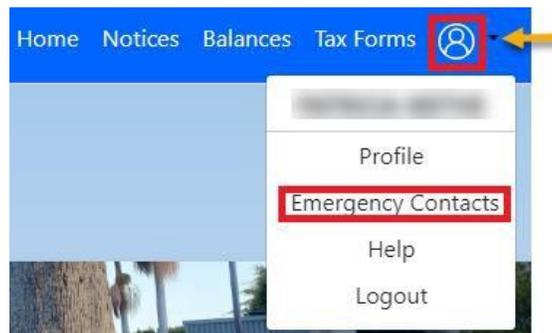
A screenshot of the EIS 'Change Password' form. On the left side, there is a vertical list of menu items: Change Email, Change Password (highlighted in blue), MFA Settings, Contact Information, and Information. The main content area contains three text input fields. The first is labeled 'Password', the second is labeled 'New Password', and the third is labeled 'Confirm New Password'. A blue 'Save' button is located at the bottom right of the form.

- **MFA Settings**
Selecting "**MFA Setting**" on the left side of the EIS profile screen will allow users to update their Two-Factor Authentication device.



- **Contact Information**
Selecting "**Contact Information**" on the left side of the EIS profile screen will allow users to update their personal information. **NOCCCD does not use OCDE Self Service to maintain employee contact information. Please continue to update contact information in Banner MyGateway.**

- Emergency Contacts
NOCCCD does not use OCDE Self Service. Please continue to update this information in Banner myGateway.



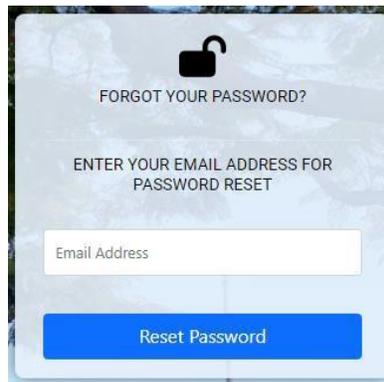
Account Unlock/Password or Email Reset

This section will review some frequently asked questions and a quick troubleshooting guide.

- **Forgot Password**
 - During your initial login on the EIS Home screen, select the "**Forgot Password?**" hyperlink.

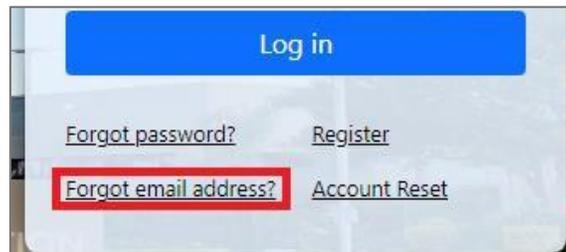


- The EIS system will ask users to confirm the email associated with their EIS account. Click "**Reset Password**," and instructions on resetting the password will be emailed.

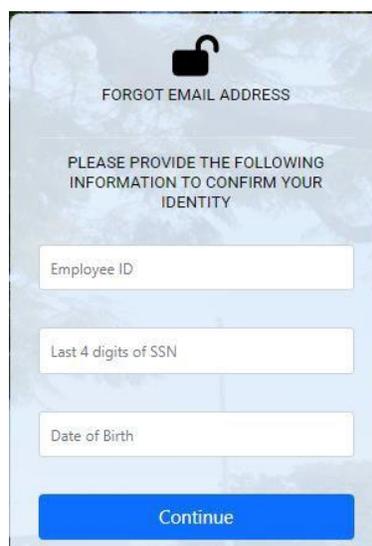


- **Forgot Email**

- On the EIS home screen, select "**Forgot email address?**" hyperlink:

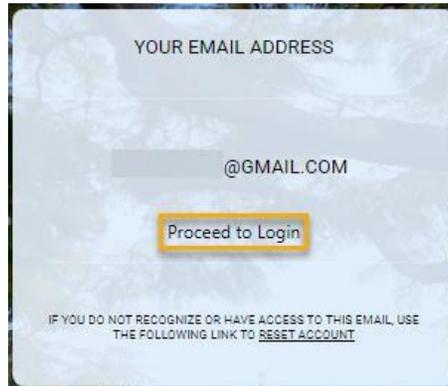


- The system will ask a user to enter the following information:
 - Employee ID
 - The last 4 of their social security number
 - Date of birth



- Click "**Continue.**"

- A pop-up will display the email address on file. Click "**Proceed to Login**," directing you to the login page.



- Account Lockout
 - If an incorrect attempt at entering a password happens four times in a row, your account will be locked out. You will receive a notification that your Account is Locked out and to Try Again Later. This account lockout will last for 30 minutes.
 - After 30 minutes, it is advised to
 1. First, verify your email address on file, following the "Forgot Email" instructions above.
 2. Then, reset your password using the "Forgot Password" instructions.
- Complete Account Reset
 - A complete EIS account reset is typically needed when:
 - The employee no longer has access to the Two-Factor authentication device.
 - The original recovery codes are no longer viable due to use or if they were lost.
 - When either condition is met, an employee must complete the EIS Account Reset Form. To access the form on the EIS home screen, select the "**Account Reset**" hyperlink.



- The screen will redirect the user to the account reset page. Click "**EIS Account Reset Form.**"



- A new browser tab with the form will open. To ensure the privacy of our users, the EIS Account Reset Form requires the following information:
 - Last District Worked
 - First Name
 - Last Name
 - Primary Phone Number
 - Email
 - Attach A Government Issued form of Identification
 - i.e., State ID, Drivers License, Passport, etc.
 - Optional: Notes



Employee Information System (EIS)

Account Reset Request

Orange County Department of Education

Last District Worked*

Employee First Name*

Employee Last Name*

Primary Phone*

Email*

Notes

Maximum character count: 200

Attach Government Issued Photo ID*

Click to browse or drag a file here

Remaining attachment capacity: 1 files, 20.00 mb

Your photo identification must show your name, date of birth, and photograph. Examples include: State Identification (ID) card, Driver license, or US Passport or passport card.

- Once the required fields have been entered, Click "**Submit.**"
- You will be contacted by the selected "Last District Worked" within 5 to 10 business days to confirm your identity and reset your account.
- After your account is reset you must re-register on EIS to regain access to your EIS account.