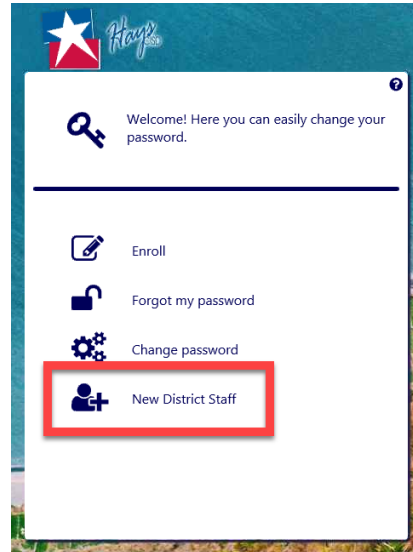


Technology Account Setup for New District Staff Members

Questions?: Technology Help Desk HelpDesk@hayscisd.net -or- EXT. 4-HELP (44357)

1. Go to <https://www.hayscisd.net/onboarding>

2. Click on **New District Staff**



3. Enter your **Employee ID number**.

NOTE: Employee number MUST be 6 digits. Enter leading zeros so your number = 6 digits. Enter one leading zero if your employee number is a five digit number or two leading zeros if your employee number is a four digit number. Examples: If your employee number is 12345, enter 012345. If your employee number is 5432, enter 005432.

Click **Next**.

4. Enter your **birthdate** (in this format MM/DD/YYYY) and then enter the **last 4 numbers of your social security number**. Click **Next**.

5. Set up your security questions. You will set up **three** security questions.

- Click the drop down to see the list of questions. **Pick a question.**
 - Enter your answer to that question. **You must enter the answer twice.**
 - Click **Next**.
-
- You will need to **pick two more questions with answers** to complete this section and move on to setting up your password.
 - Click **Next**.

***NOTE: Answers will be case sensitive!**

Choose and answer a question. During the password reset you will have to answer this question again.

1 2 3 4 5

Select question:

In what city did you meet your spouse/significant other?

In what city did you meet your spouse/significant other?

What was your childhood nickname?

What is the name of your favorite childhood friend?

What street did you live on in third grade?

What is your oldest sibling's birthday month and year? (e.g., January 1900)

What is the middle name of your youngest child?

What is your oldest sibling's middle name?

What school did you attend for sixth grade?

What was your childhood phone number including area code? (e.g., 000-000-0000)

What was the name of your first stuffed animal?

In what city or town did your mother and father meet?

What was the last name of your third grade teacher?

What is the first name of the boy or girl that you first kissed?

What is your maternal grandmother's maiden name?

In what town was your first job?

Choose and answer a question. During the password reset you will have to answer this question again.

1 2 3 4 5 6

Select question:

In what city did you meet your spouse/significant other?

Answer:

Confirm answer:

Back Next

6. Password **cannot be your name**, must be a series of numbers or letters and must contain **3 of the following 4 requirements**:

- Upper case letter
- Lower case letter
- Number
- Symbols (examples: ! @ # \$ % ^ & *)

7. When you have successfully set your password, you will get a message to let you know that your onboarding is complete!

Enter your new password.

1 2 3 4 5 6

New password:

Enter new password

Enter new password again

Back Change

Onboarding completed.

1 2 3 4 5 6 7

You have successfully completed the onboarding procedure!
Please remember the following information.

Domain: haysisd.net

Username: Lincoln

User Principal Name: lincoln@haysisd.net

OK