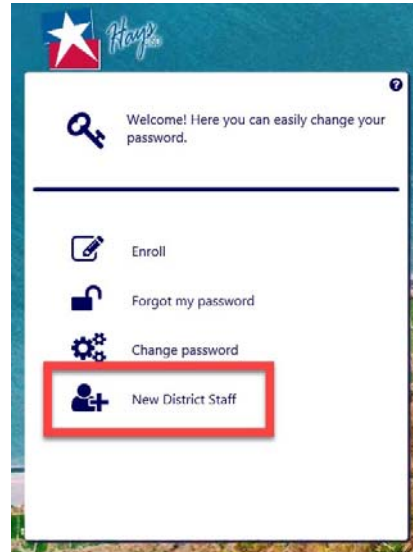


Technology Account Setup for New District Staff Members

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

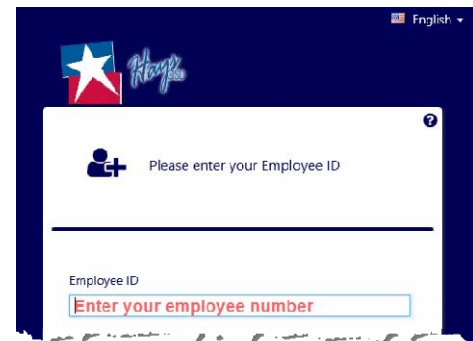
1. Go to <https://www.hayscisd.net/onboarding>

2. Click on **New District Staff**



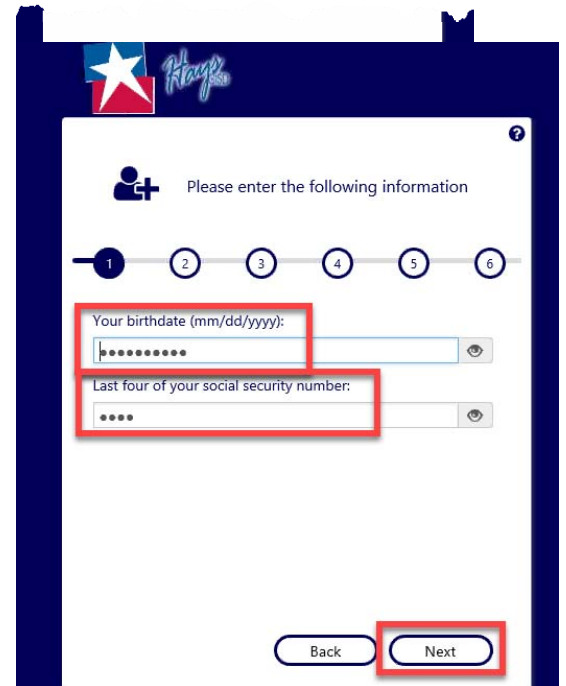
3. Enter your **Employee ID number**.

NOTE: Employee number MUST be 12 digits. Enter as many leading zeros as needed so that your number = 12 digits.
Examples: If your employee number is 12345, enter 000000012345.
If your employee number is 5432, enter 000000005432.



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**.

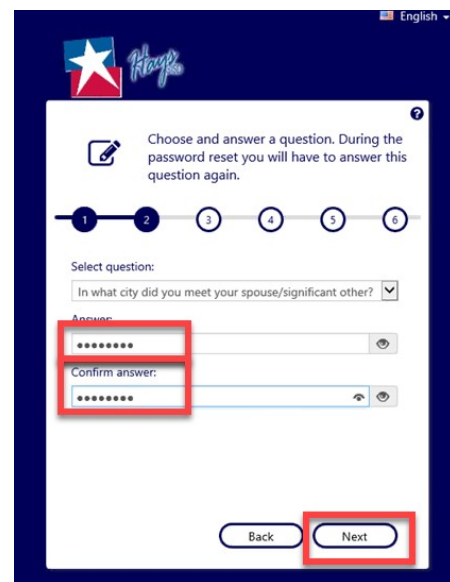
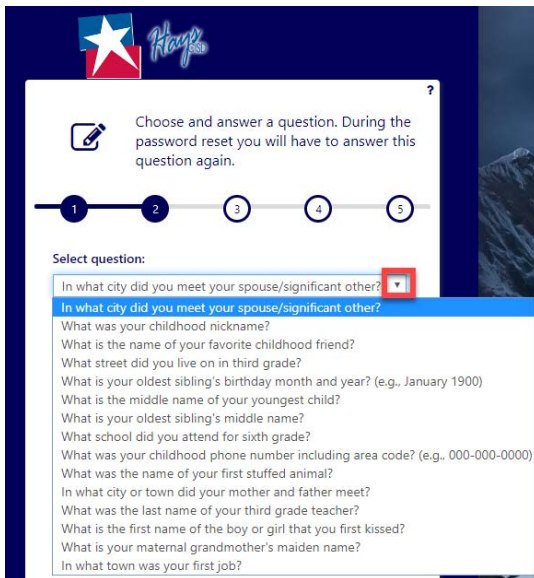


5. Set up your security questions. You will set up **three** security questions.

- 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!**



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!

