OCDE Employee Information System (EIS)
Setup Instructions
For Employees Who <u>DO NOT Have</u> a SVUSD Email Account

1. <u>**FOR THE INITIAL LOGIN PROCESS YOU MUST HAVE ACCESS TO EMAIL.**</u>

2. **To reach the login Screen go to <u>https://eis.ocde.us</u>**

3. **Login**
   - You will be prompted to type your Employee ID and password.
     a) Your employee ID is your 10-digit district Employee ID shown on your pay stub.
     b) Your **initial** (temporary) password is an 8-digit number consisting of the last 4 digits of your Employee ID **and** the last 4 digits of your Social Security Number.

   <u>Example</u>: If your 10-digit Employee ID number is 830001**0765** and your Social Security Number is 012-34-**5678**, you will enter your <u>Employee ID as: 8300010765</u> and the <u>initial (temporary) password as: **07655678**</u>.

4. **Login Failure**
   - If you cannot complete the login process for any reason or receive a "locked out" message, email your Payroll Technician with your name, Employee ID number, and an email address to send your reset password. The Payroll Department directory with email links is available on the SVUSD/Payroll Department web page.

5. **Initial Security Setup**
   - When logging in for the first time, you will be presented with an Initial Security Setup screen. This allows the system to further customize your security.
     a) Password length must be between 7 to 15 characters and must contain a combination of at least 2 alphabetic characters and 2 numeric characters. Special characters are not allowed.
     b) The new password cannot be the same as the old password.
     c) You must choose a secret question and answer.
     d) A valid email address must be provided. You may use a work or home email address.
   - After saving this information you will receive an email with further instructions. Follow the email link to sign in again using your 10-digit Employee ID number and the new password you created.

6. **Pay History and W2 Information**
   - After clicking on "Online Pay Stubs" or "Online W2's", you will be directed to your individual history.
   - The Payment History is displayed for the current year. You can select previous years using the drop down box on the top right.
   - 3-years of W2 History are displayed.
   - Click "Download" to view or print your pay stub or W2 as a PDF file.

OCDE Employee Information System (EIS)
Setup Instructions
For Employees Who <u>HAVE</u> an SVUSD Email Account

Please login to SVUSD's website (www.svusd.k12.ca.us)

1. Click on "SaddlePort".
   (If you have trouble logging into "SaddlePort", please contact your site Tech Coordinator or submit a Help Desk ticket.)

2. Login using your SVUSD email Username and your email Password.

3. Click on the "Employee Information" tab located in the upper left corner of the screen.

4. Click on "READ FIRST – EIS Setup Instructions".
   Read and carefully follow the instructions before you login to "OCDE EIS" or SaddlePort "Account Management".

5. Click on "OCDE EIS" icon to access EIS.

   Important Tips:
   Employee ID: "SaddlePort" will automatically populate your 10-digit Employee ID number
   (When you receive the message "Invalid Password or Employee ID not found", continue on and enter your password.)

   Password: Your initial "temporary" password is an 8-digit number and consists of the last 4-digits of your Employee ID number <u>and</u> the last 4-digits of your SSN.

6. Once you have entered your Employee ID number and Password you are ready to click on "Login".

   Failure to follow the initial setup instructions will cause you to "lock" your EIS account. Should your account become "locked", please email your Payroll Technician with the following information:
   - Your name
   - Employee ID number
   - Valid email address to send your reset password.
   The Payroll Department directory with email links is available on the SVUSD/Payroll Department web page.

7. Once you have created a permanent password, click on the "Account Management" tab to update and store your EIS password.

If you have any questions regarding "SaddlePort" or "Account Management", please contact your site Tech Coordinator.