

Logging into the HISD Human Resource Portal

The link to access the service can be found here:

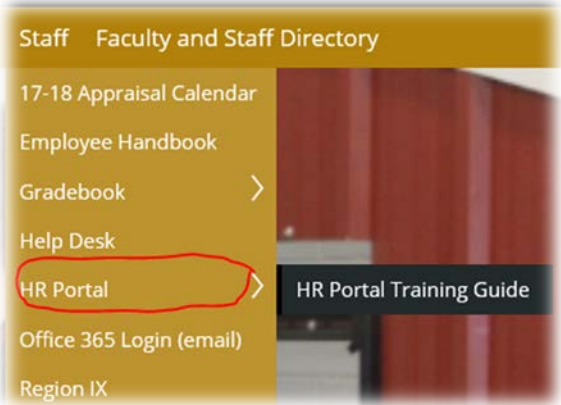
<https://txeis.henrietta-isd.net:8443/EmployeeAccess/app/login?distid=039902>

Accessing HR Portal from our Webpage

Locate the Staff section of the webpage from the District section.



Use the drop down menu to locate HR Portal and click to open the link.



To set up your account please click on the New User button



You will need to know your Social Security Number, DOB, and **zip code of your mailing address.**

Please enter your social security #, date of birth, and zip and click Retrieve.

Social Security #	<input type="text" value="XXXXXXXX"/>	(no dashes)
Date of Birth	<input type="text" value="08"/> <input type="text" value="26"/> <input type="text" value="1975"/>	(mm dd yyyy)
Zip Code	<input type="text" value="76365"/>	<input type="button" value="Retrieve"/>

When you login the first time this is the information you will see and need to fill in to set up your account:

Save

Employee Number [REDACTED]
Date of Birth [REDACTED]
Zip Code 76365
Last Name [REDACTED]
First Name [REDACTED]
Please enter the security information and click the save button.
User Name [REDACTED]
Password [REDACTED]
Password Verification [REDACTED]
Work E-mail [REDACTED]
Home E-mail [REDACTED]
Home E-mail Verification [REDACTED]
Hint Question [REDACTED]
Hint Answer [REDACTED]

It confirms your employee number, DOB, last and first name as well as the email address the administration office has on file for you.

You will need to complete the required information. I would use the 5 letter login and the 1 at the end of it...this makes it easier to remember your username.

**** You must use a different email address than the one the system has on file...so if you have given the admin office your personal email you will have to use your school email to create your account.**

Save

Employee Number [REDACTED]
Date of Birth [REDACTED]
Zip Code 76365
Last Name [REDACTED]
First Name [REDACTED]
Please enter the security information and click the save button.
User Name [REDACTED]
Password [REDACTED]
Password Verification [REDACTED]
Work E-mail oneforthejunk@live.com
Home E-mail [REDACTED]
Home E-mail Verification [REDACTED]@
Hint Question My first dog's name
Hint Answer [REDACTED]

Once you are logged into the portal you will have access to your pay information, deductions, leave balance, as well as your W2 information.

