

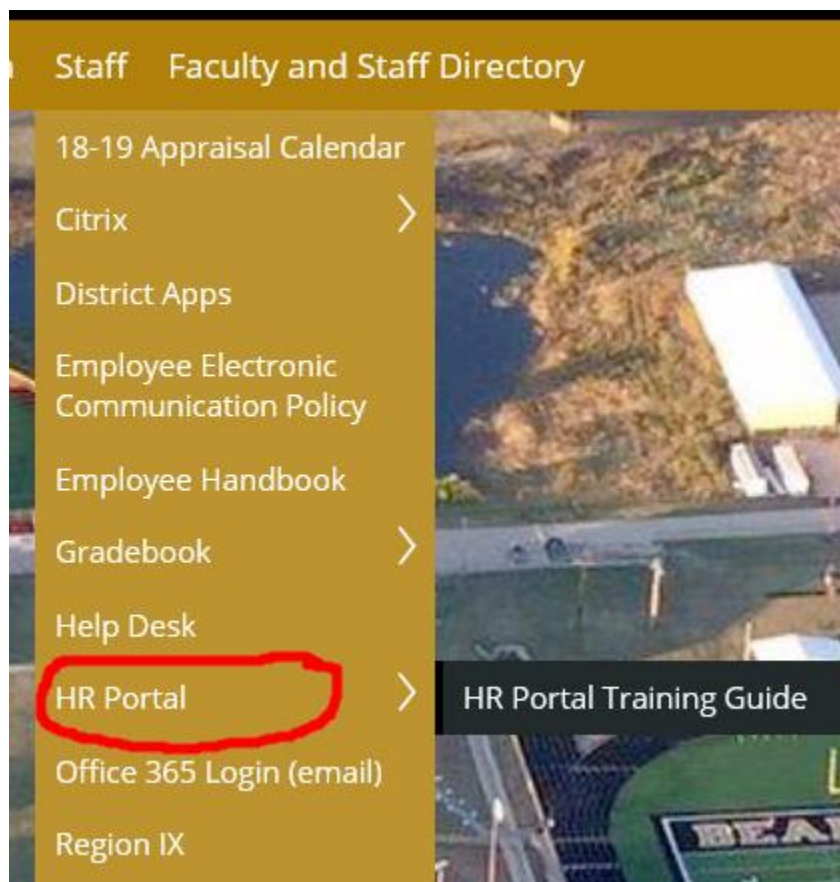
# Logging into the HISD Human Resource Portal

*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 Technology section of the webpage from the District section.*



*Once the Technology page loads click on the Employee Links section to the left.*

One of the links is called HR Portal – click on that 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="XXXXXXXXX"/>	(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:

A screenshot of a user registration form. At the top left is a "Save" button. The form contains the following fields: Employee Number, Date of Birth, Zip Code, Last Name, and First Name, all of which are redacted with black boxes. Below these is a red instruction: "Please enter the security information and click the save button." The security fields include: User Name, Password, Password Verification, Work E-mail, Home E-mail, Home E-mail Verification, Hint Question, and Hint Answer. The Password and Password Verification fields are filled with black dots. The Home E-mail field contains a blue scribble.

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.**

A screenshot of a user registration form, similar to the one above. The "Save" button is at the top left. The fields are: Employee Number, Date of Birth, Zip Code (76365), Last Name, and First Name, all redacted. A red instruction reads: "Please enter the security information and click the save button." The security fields are: User Name (redacted), Password (black dots), Password Verification (black dots), Work E-mail (oneforthejunk@live.com), Home E-mail (redacted), Home E-mail Verification (redacted with an @ symbol), Hint Question (My first dog's name), and 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.*