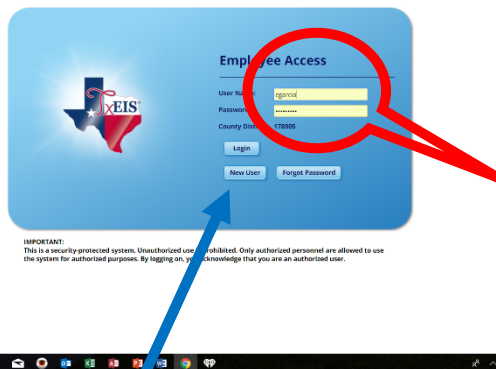
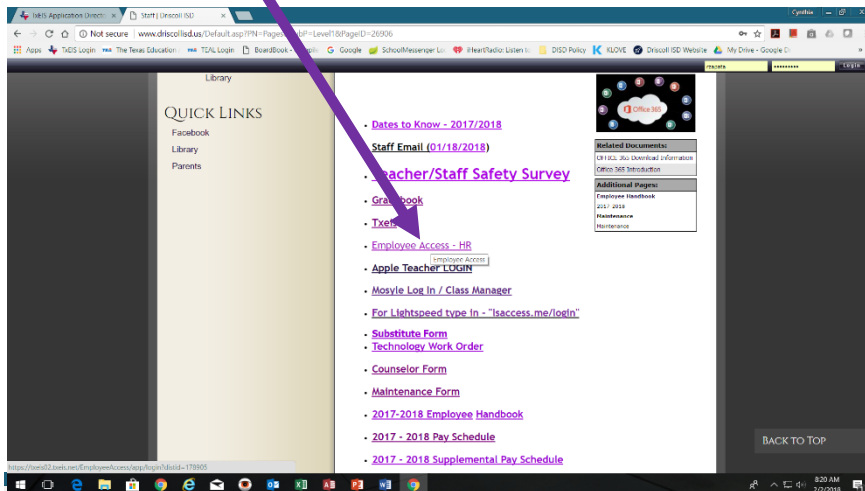


How to access the Employee Access Portal in TxEIS:

First go the staff link on the driscollisd.us website.

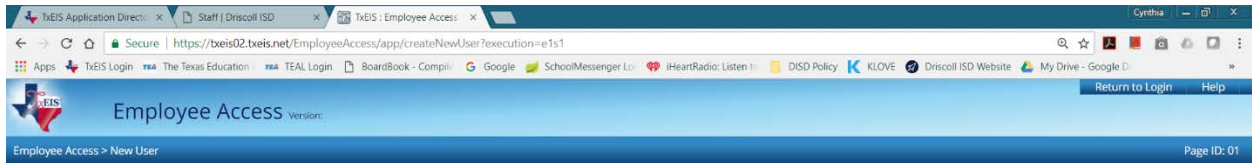


Next, select **Employee Access**



DELETE your TxEIS access that you use to create requisitions. To get into the Employee Access portal, you will need a new User Name and password.

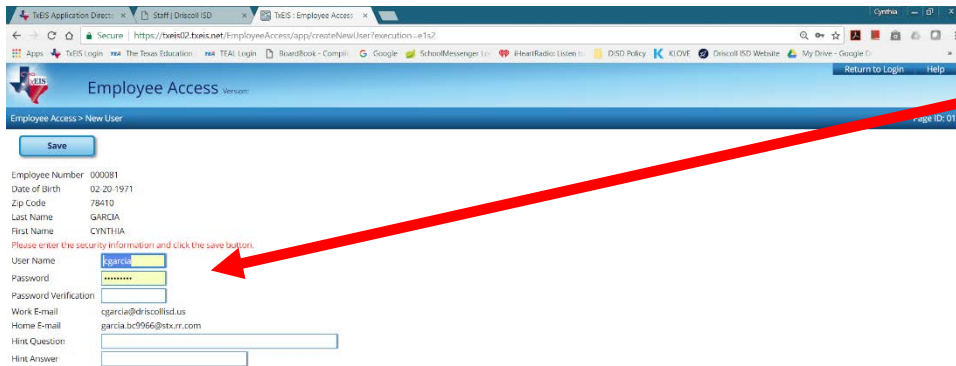
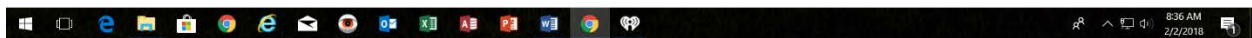
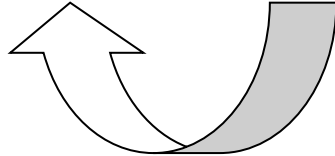
After you have deleted the prefilled User Name and Password, **CLICK** on the **New User** button.



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

Social Security # (no dashes)
Date of Birth (mm dd yyyy)
Zip Code

Fill out the requested information and select **Retrieve.**



IMPORTANT!!!

If your computer prefills your "TxEIS" User Name and Password, **DELETE** it and make a new User Name...Your New User Name will be for the Employee Access Portal only! (HINT: add a number to your old user name to create a new one!)

After you created a new User Name and Password, create a Hint Question and Hint Answer to recover your password. Question examples could include,

- In what city were you born?
- Who is your favorite author?
- What is the name of your first pet?

Once you've filled in each box, hit **SAVE.**

WELCOME TO DRISCOLL ISD EMPLOYEE ACCESS SYSTEM should appear.

The Employee Access portal will provide employees with salary, deductions and leave information. Please explore these options when you have a chance. If you have any questions, please let the Business Office know. This Access portal will replace the Earnings Statement email Minerva sends out after each payroll.

The screenshot shows a web browser window displaying the 'Employee Access' portal. The browser's address bar shows the URL 'https://txeis02.txeis.net/EmployeeAccess/app/main?execution=e2s1'. The page header includes the 'Employee Access' logo, navigation links for 'Inquiry' and 'Self-Service', and a user profile for 'CYNTHIA GARCIA'. A red banner at the top reads 'WELCOME TO DRISCOLL ISD EMPLOYEE ACCESS SYSTEM'. Two callout boxes are overlaid on the page: one on the left lists items accessible via 'Inquiry' (Calendar Year to Date, Current Pay Information, Deductions, Earnings), and one on the right lists an action available under 'Self Service' (Change Password). The Windows taskbar at the bottom shows the time as 8:48 AM on 2/2/2018.

Click [Inquiry](#) to see your:

- Calendar Year to Date
- Current Pay Information
- Deductions
- Earnings

Under [Self Service](#) you can:

- Change Password