



Ysleta Independent School District

---

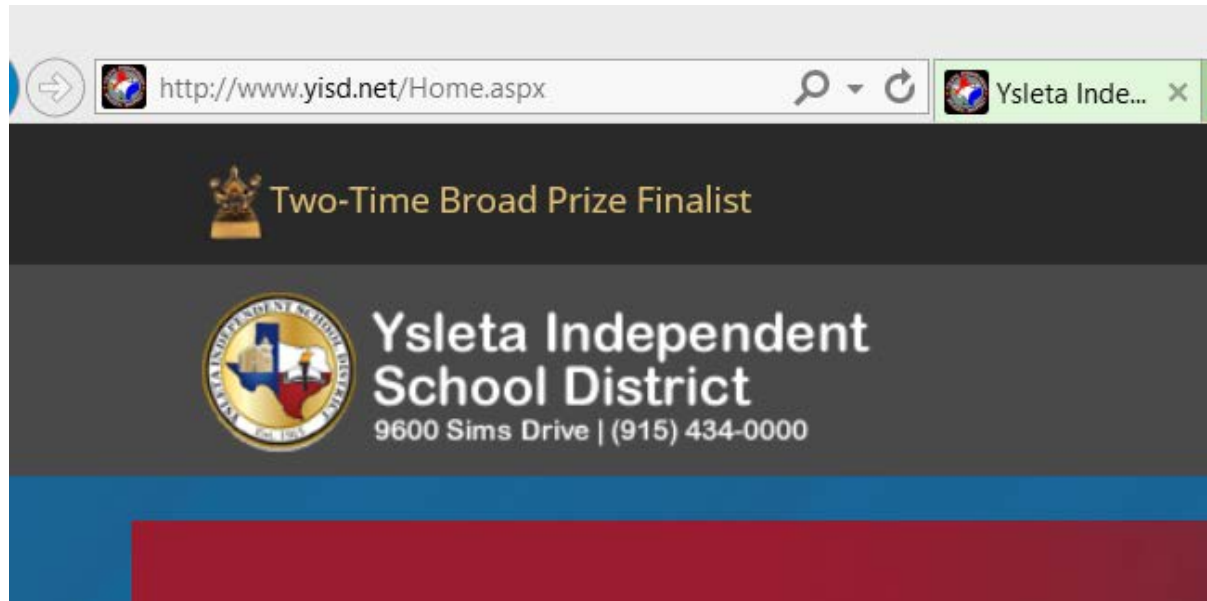
# How to Sign in to EmpCenter

EmpCenter Training

February 8,9,10 & 12, 2016



# Begin at the Ysleta Home Page





# Ysleta Home Page

## Other Resources

- About Us
- Directory
- For Vendors
- For Employees
- School Maps
- Finance
- Volunteers



Scroll to the bottom right of the Ysleta home page to find the “Other Resources” section.

Click on “For Employees”



## Ysleta Home Page

An alphabetical listing of computer applications will appear.

Click on “EmpCenter”

### Employee Resources

---

#### Web Applications

- 260 Vacation Payout (YISD Log-in Required)
- AMIGOS/SmartFindExpress
- Benefit Enrollments
- BIS Portal
- New Campus Improvement Plan (CIP) Application
- Chancery SMS
- Chancery Archive 2014-2015 (Intranet Only)
- Chancery Archive 2013-2014 (Intranet Only)
- Chancery Archive 2012-2013 (Intranet Only)
- Citrix
- DataMart
- Defensive Driving Registration (YISD Log-in Required)
- Eduphoria
- EmpCenter
- Employee Self-Service
- Epsilen/ProjectShare
- Gradebook GradeSpeed





# EmpCenter Logon Page

The screenshot shows a web browser window with the URL <https://empcenter.yisd.net/work/>. The page header includes the "EmpCenter" logo (version 9.7.0.4) and the text "YSLETA Independent School District Production." The main content area displays "YSLETA Independent School District Production." followed by a login form. The form contains two input fields: "User ID" and "Password". Below the "Password" field is a blue "Log in" button and a link for "Forgot Your Password?".

EmpCenter 9.7.0.4 YSLETA Independent School District Production.

YSLETA Independent School District Production.

User ID

Password

[Log in](#) [Forgot Your Password?](#)



# EmpCenter Logon Page

Your User ID is your 5 or 6 digit employee ID number

First time users will sign in with the password “mittens”. Then you will be prompted to chose your own password.

YSLETA Independent School District Production.

User ID

Password

[Log in](#) [Forgot Your Password?](#)



# EmpCenter Password Rules

- Your Old Password for New Employees is “mittens”
- The password must be at least 6 characters long.
- It must have at least one letter and one number.
- It can not contain your name or any part of your name.

### Update Password

Old Password

New Password

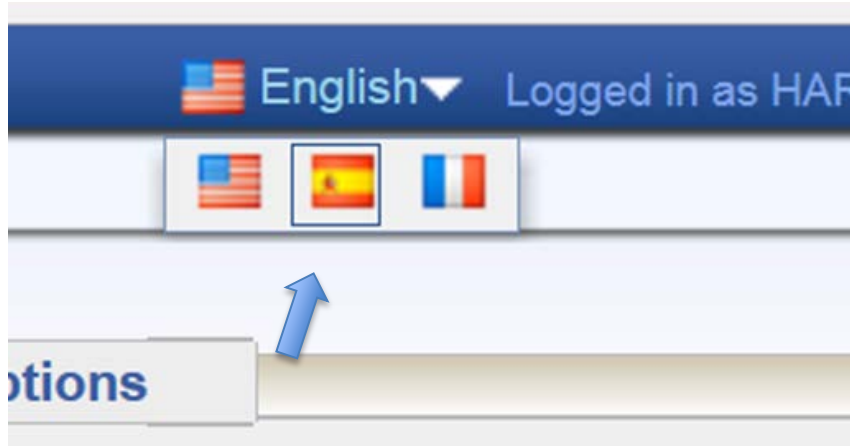
Confirm New Password

**Update Password**

[Cancel](#)



# Choosing a Language



There is a new feature that on ANY screen , top right hand corner, you can switch languages. Look for Spanish Flag to change to Español.





## If you need Help

- If you can not access EmpCenter following these steps, call the help desk at 41010 for assistance.