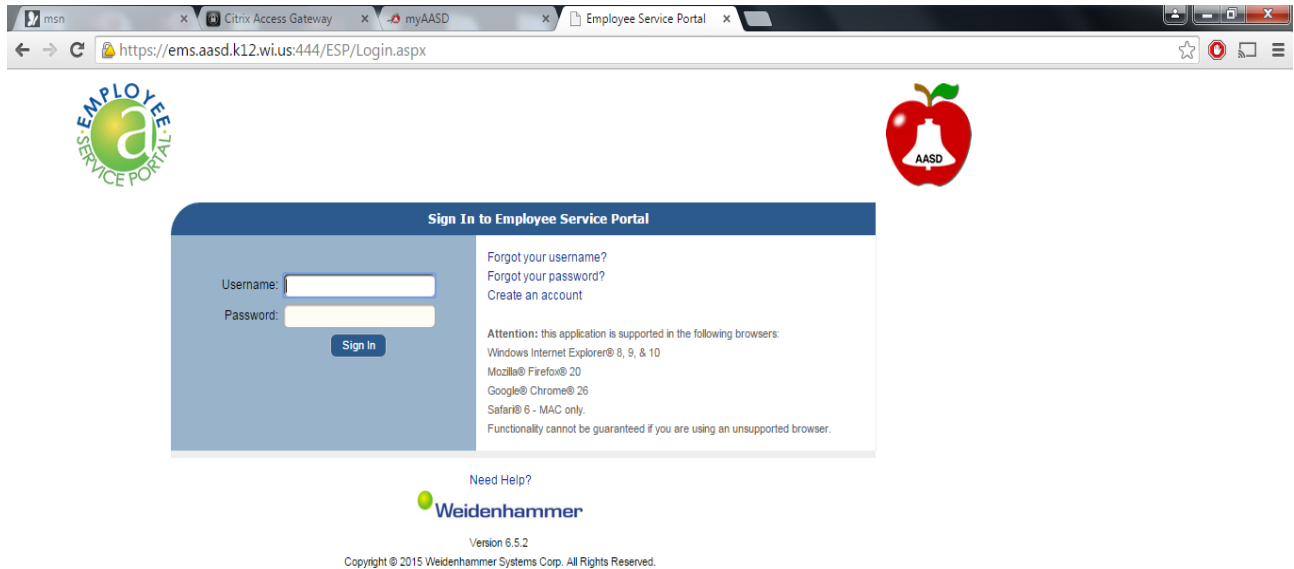


HOW TO CHANGE YOUR ADDRESS IN THE EMPLOYEE PORTAL

STEP 1

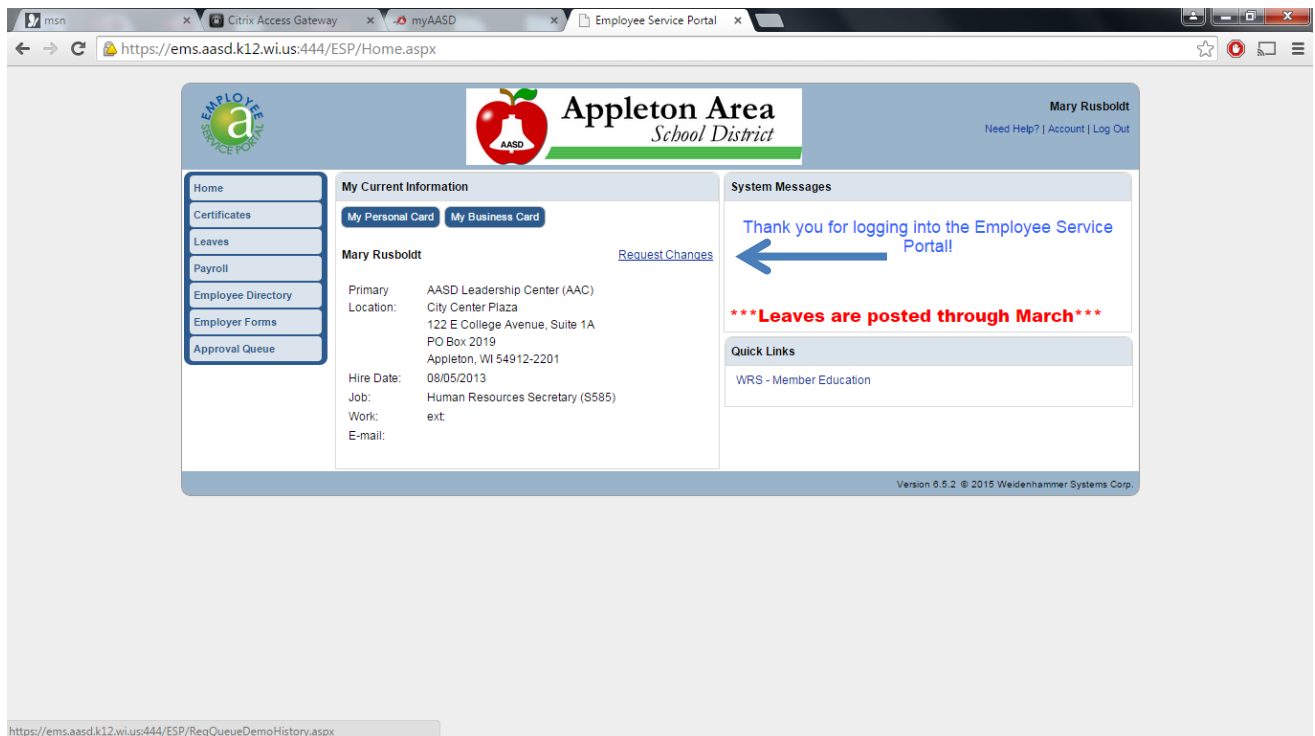
Sign into the Employee Portal (if you do not have an account – please contact the help desk).



The screenshot shows a web browser window with the URL <https://ems.aasd.k12.wi.us:444/ESP/Login.aspx>. The page features the 'EMPLOYEE SERVICE PORTAL' logo on the left and a red apple logo with 'AASD' on the right. The main content area is titled 'Sign In to Employee Service Portal' and contains a sign-in form with fields for 'Username:' and 'Password:', and a 'Sign In' button. To the right of the form are links for 'Forgot your username?', 'Forgot your password?', and 'Create an account'. Below these links is a browser compatibility notice: 'Attention: this application is supported in the following browsers: Windows Internet Explorer® 8, 9, & 10; Mozilla® Firefox® 20; Google® Chrome® 26; Safari® 6 - MAC only. Functionality cannot be guaranteed if you are using an unsupported browser.' At the bottom of the page, there is a 'Need Help?' link, the 'Weidenhammer' logo, the version number 'Version 6.5.2', and the copyright notice 'Copyright © 2015 Weidenhammer Systems Corp. All Rights Reserved.'

STEP 2

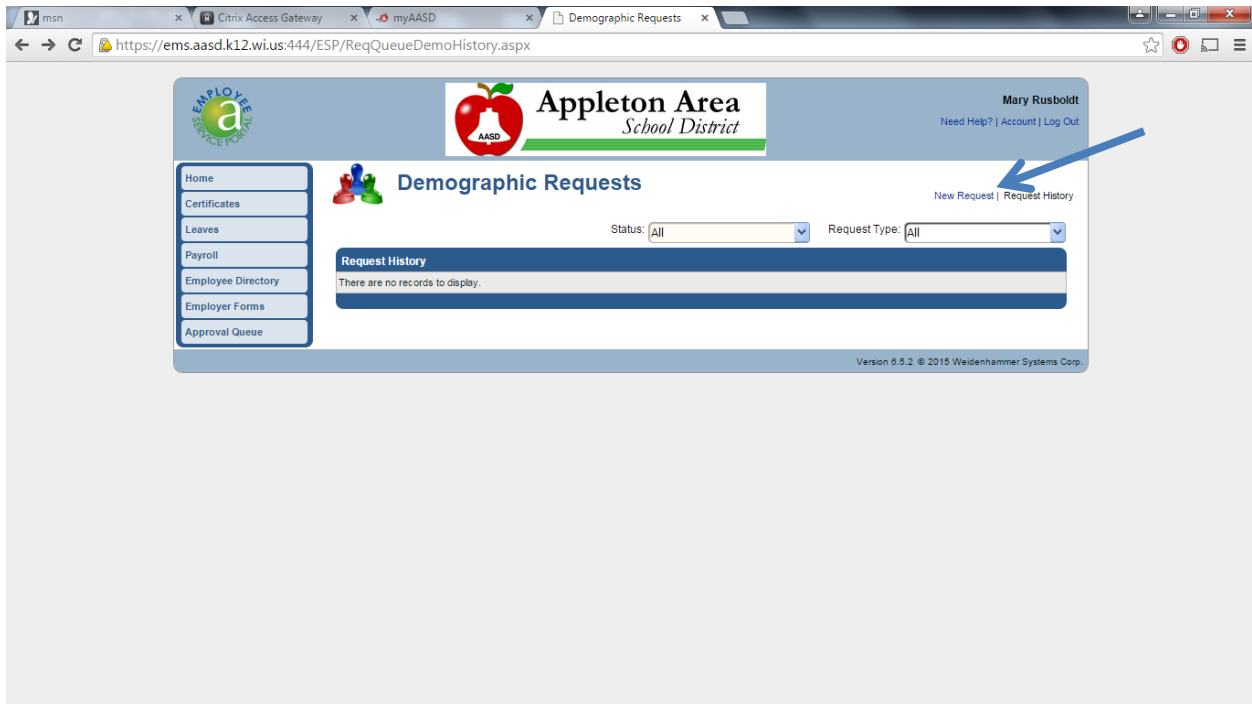
Click on 'Request Changes'.



The screenshot shows the 'Employee Service Portal' home page for 'Appleton Area School District'. The user is logged in as 'Mary Rusboldt'. The page has a navigation menu on the left with links for 'Home', 'Certificates', 'Leaves', 'Payroll', 'Employee Directory', 'Employer Forms', and 'Approval Queue'. The main content area is divided into three sections: 'My Current Information', 'System Messages', and 'Quick Links'. The 'My Current Information' section shows the user's name 'Mary Rusboldt' and a 'Request Changes' link. The 'System Messages' section contains a message: 'Thank you for logging into the Employee Service Portal!' with a blue arrow pointing to the 'Request Changes' link, and another message: '***Leaves are posted through March***'. The 'Quick Links' section has a link for 'WRS - Member Education'. The footer of the page includes the version number 'Version 6.5.2 © 2015 Weidenhammer Systems Corp.' and a URL: <https://ems.aasd.k12.wi.us:444/ESP/ReqQueueDemoHistory.aspx>.

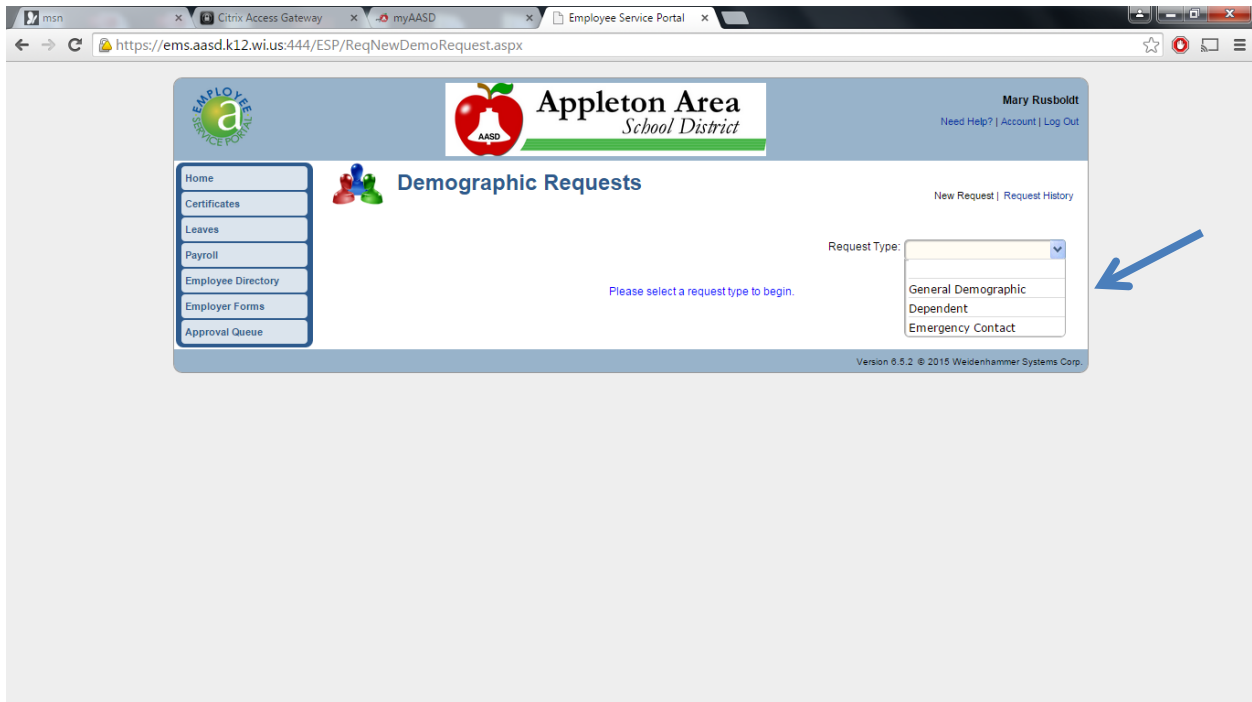
STEP 3

Click on 'New Request'.



STEP 4

Click on arrow drop down box, next to 'Request Type' and click 'General Demographic' for address changes.



STEP 5

Make changes in form and click 'Submit'.

Home | Certificates | Leaves | Payroll | Employee Directory | Employer Forms | Approval Queue

General Demographic Request

New Request | Request History

Request Type: General Demographic

Address 1:

Address 2:

Address 3:

City:

State: Wisconsin | Zip Code:

Home Phone: (920) 858-9059

Mobile Phone 1: (920) 858-9059 | Mobile Phone 2:

Office Phone: | Office Extension:

Personal E-mail:

Office E-mail:

Comments:

E-mail me each step of the approval process.
 E-mail me only on the final step of the approval process.
 Do not e-mail me about this request.

Submit Close

STEP 6
Click 'Log Out'.

EMPLOYEE SERVICE PORTAL

Appleton Area School District

Mary Rusboldt
Need Help? | Account | Log Out

Demographic Requests

New Request | Request History

Status: All | Request Type: All

| Request Date | Request Type | Status | Next Approver |
|---------------------|---------------------|---------|------------------------------|
| 04-30-2015 20:44:51 | General Demographic | Pending | Angela Martin, Mary Rusboldt |

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