

SMART Systems

SMART eR

District	ISD 542
User ID	
Password	0542XXXX
<input type="button" value="Login"/>	

← Make sure this is ISD 542

← employee ID # ask Elizabeth for this.

Forgot Password?

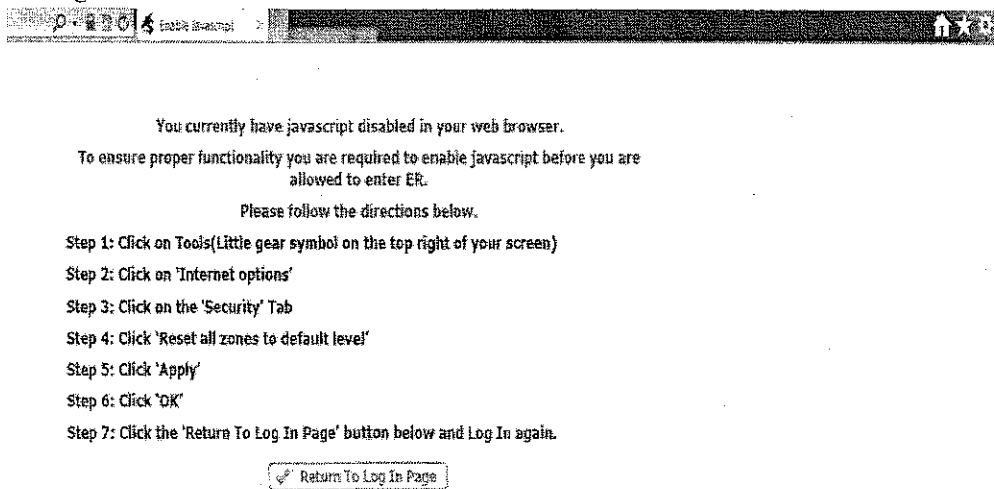
For **new employees**, the user ID is the employee ID as it is in SMART HR and the Password is the 4 digit District number plus the last 4 digits of the employee's social security number (no spaces).

Once logged in employees are required to change their password and setup a minimum of three (3) question choices.

- Password: The new password cannot be the same as your old password and must be a minimum of eight (8) characters in length and must contain at least one upper case letter, one lower case letter, one number and one symbol (e.g. John1deere\$ or Smart#1234).
- Security Question: The security question will allow the employee to use the "forgot password" link to reset their password should they forget it. Users will have the option to select predefined questions, type in customized questions, or a combination of both.

The system will randomly choose one question from this list of questions for the user to verify at time of login. If answered correctly the user will be logged in. If incorrect, an additional two tries will be provided before the account is locked for account safety. The user would then have to contact the appropriate district staff to have the lock removed in SMART HR.

Please make sure Javascript is enabled for your browser for SMART eR to work correctly in IE 10 & 11. You will get the following screen:



After successfully entering a login id and password, the system will redirect to a new security setup page. All fields with a colored background need to be entered in order for the page to save.

You MUST check at least 3 security questions. Your previous security questions are pre-loaded. They can include a combination of your own questions and/or predefined ones.

<input checked="" type="checkbox"/>	Question Answer	What is your favorite vacation spot?
<input type="checkbox"/>	Question Answer	
<input type="checkbox"/>	Question Answer	
<input checked="" type="checkbox"/>	Question Answer	What is your favorite color?
<input type="checkbox"/>	Question Answer	Who was your first boyfriend/girlfriend?
<input type="checkbox"/>	Question Answer	What color was the first house you remember growing up in?
<input type="checkbox"/>	Question Answer	What is your favorite Sports team?
<input type="checkbox"/>	Question Answer	What is your Father's middle name?

Your password has expired. Your new password must be at least 8 characters in length, cannot be the same as your old password, must contain at least 1 lower case letter, 1 upper case letter, 1 number and 1 symbol.

Current Password:

New Password:

Re-Type New Password:

Fields with a colored background need to be entered before saving.

Your security questions can also be changed after successfully logging into the application.

When your changes have been saved successfully, the following message will display.

Success! Your information is updated. Please hit OK to log in again.

Click "OK", and re-login using the new password. It will then display a security question.

Please answer 1 of your security questions to verify your identity.

What is your favorite color?

Fields with a colored background need to be entered before saving.

Enter an answer correctly and the system will finish logging in.

Security Questions and Password can always be maintained or changed from **My Profile** in the **Pay and Personal Information** (menus may look differently depending on individual employee permissions):

Announcements					Pay and Personal Information					
Pay and Personal Information			Requests and Approvals		Reports		Other			
My Pay		My Benefits		My Tax Information		About Me		My Credentials		My Profile
Announcements		District Forms			Change Password		Setup Security Questions			

SMARTeR Menu Items Defined

Announcements and District Forms

Announcements and/or **District Forms** that have been electronically sent to the employee(s) will be visible once the employee has logged into SMARTeR / Employee Self Service (ESS).

Pay and Personal Information

Pay and Personal Information is available to all employees. This allows the employee to view their personal information. The district also has the option of allowing employees to update information on ESS such as addresses, phone numbers, email addresses, dependents, emergency contacts, licensure and training. This will then update the information in the SMART database.

My Pay tab allows the employee to view their current and past paystubs and also their year-to-date pay (*by calendar year*). Contract information can be viewed under the **Pay Information** selection.

- Pay Stub
- Year to Date Pay
- Pay Information

My Benefits tab allows the employee to view TimeOff activity, TimeOff balances and Flex Reimbursement information (if reimbursements are done in-house). There is also an option to request a leave of absence. This type of leave includes Extended Leaves, Military, and Sabbatical leaves of absence.

- TimeOff
- Flex Information
- Leave of Absence Request

My Tax Information tab allows the employee to view what is currently being claimed for tax withholding based on their completed Form W-4. The Form W-2 and W-2 Information sheet is also found here. If the employee has not consented to receiving the W-2 electronically the option to view or print their W-2 is not available. Once the user has consented to an electronic W-2 both current and prior years can be viewed.

- Tax Withholding (*W-4 Allowances*)
- W-2
- W-2 Information Sheet

About Me tab contains the employee's personal information, emergency contacts and dependent information. The district has the option of allowing the employees to make changes to this information.

- Employee Information (*Address, email, phone, etc.*)
- Emergency Contacts
- Dependents