

# SAUSD Employee Online Service



## Quick Reference

## Employee ID#

### Employee Self Service

Employees Can View SAUSD Employee Online Service:

- **Personal Information**
- **Ethnicity and Other Information (Required by federal law.)**
- **Benefits**
- **Professional Information**

Employees Can Update the following information for Benefits and Payroll:

- **Personal Information**
  - Phone Numbers
  - Main Address
- **Ethnicity and Other Information (Required by federal law.)**
  - Employee Race Information

### Access and Login is only allowed through District Intranet (Must be at school)

SAUSD Employee Online Service Access Instructions

- **Open SAUSD Home Webpage at <http://www.sausd.us>**
- **Under Staff select Staff Portal**
- **Under Quick Links select **
- **Username is your 6 digit ID Number**
- **First Time User Password: welcome**
- **First Time Users will be forced to select a “new” password**
  - **Current Password for First Time Users is: welcome**

[Change Password](#)

\*Indicates Required Field

\*Current Password

\*New Password








\*Re-enter New Password

TIP Password must be at least 5 characters long.

**\*If you are experiencing login difficulties email [howard.snyder@sausd.us](mailto:howard.snyder@sausd.us)**

### Update Directions

Login and select SAUSD Employee Online Service

- **To Update Phone Numbers or Main Address select Personal Information**
  - **Select the Update button for the information you wish to update,**
  - **Type in the correct information,**
  - **select the Next button,**
  - **select **
- **To Update Ethnicity select Ethnicity and Other Information**
  - **Select the Update button or Add button for multiple ethnicity status,**
  - **Type in % and click on the search button  This will show all races**
  - ** race and click on **
  - **Select **
  - **To delete incorrect ethnicity  incorrect race and click  then select Update and follow Update directions**