

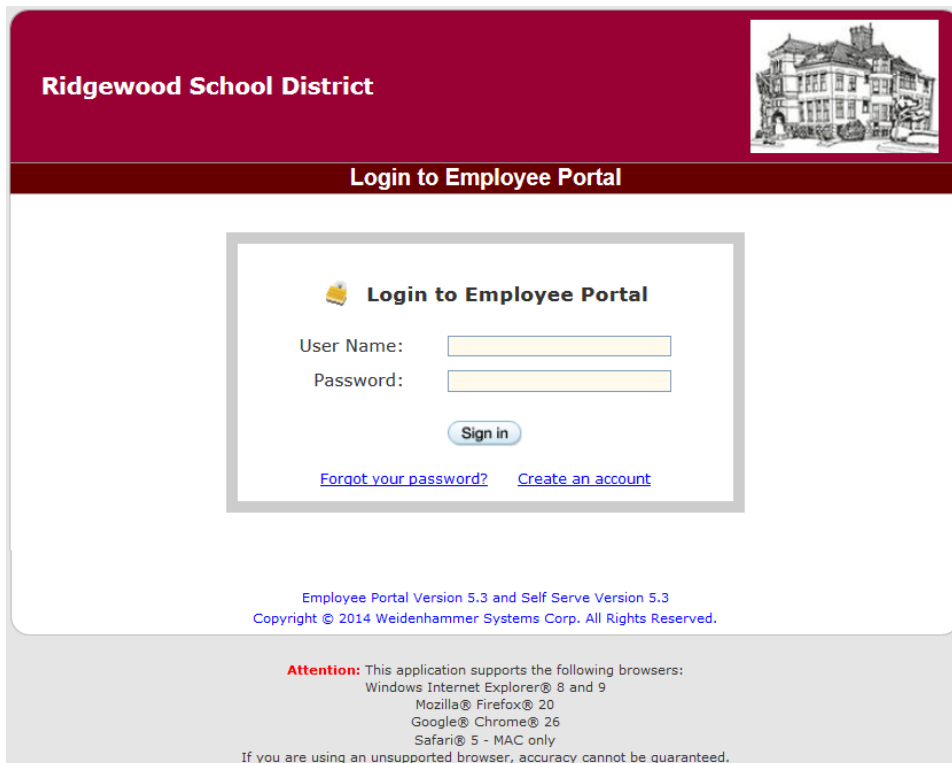
## New employee access to Employee Portal Access

The **Employee Portal** is the District provided resource for access to all of your **Payroll, Leaves, Benefits & Deductions** information. The access **you** create is restricted to your unique username and password combination and is tied to the email address set in the **Create New Account** screen in the initial setup. Human Resources will provide each new employee with your unique **Employee Number**.

***Please note*** that this username and password combination **is not** connected to your network account and does **not change** when you change your network/email password.

This document contains the information necessary for users to create their account access for the Employee Portal.

### Employee Portal login screen



**Ridgewood School District**

**Login to Employee Portal**

**Login to Employee Portal**

User Name:

Password:

[Sign in](#)

[Forgot your password?](#) [Create an account](#)

Employee Portal Version 5.3 and Self Serve Version 5.3  
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**Attention:** This application supports the following browsers:  
Windows Internet Explorer® 8 and 9  
Mozilla® Firefox® 20  
Google® Chrome® 26  
Safari® 5 - MAC only  
If you are using an unsupported browser, accuracy cannot be guaranteed.

## New Users only:

Click on the **Create an account** link to setup your user account.

**Ridgewood School District**

**Create New Account** \* Required Information

**Personal Information**

- \* Employee No
- \* First Name
- \* Last Name
- \* Last 4 of Social Security No
- \* Birth Date
- \* Zip Code

**Profile Information**

- \* User Name Minimum 6 characters
- \* New Password Minimum 6 characters
- \* Confirm Password
- \* Email

Email will be used for system notification and retrieving login information

Submit Cancel

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You will need to fill in all of the information in this screen to configure your **Employee Portal** account.

### Personal Information:

The **Personal Information** section includes 6 key pieces of information that must match the data Human resources entered when creating your employee record.

1. Human Resources will provide each new employee with your unique **Employee Number**.
2. **First Name** must be your full legal First Name
3. **Last Name** must be your legal Last Name.
4. **Last 4 of Social Security No** your last 4 digits
5. **Birth Date**
6. **Zip Code** is the Zip for your home address.

If the set up process returns an error please check for typos in each field. If the data you entered is correct please contact Human Resources to identify the data that needs to be corrected.

### Profile Information:

You create your unique **User Name** and the **Password** for your Employee Portal account.

**DO NOT** use your Ridgewood email address to configure this account.

When you complete the form and click the Submit button employee portal will send a confirmation email with a link to the address you entered into the Profile Information. You will have 48 hours to complete the setup by logging in to the portal.

When you return to the **Employee Portal** after creating your account enter the **User Name** and **Password** you created.

**Existing Users:**

Enter the username and password you created when setting up your account.

**Forgot your password?**

This link is used if you need to reset your Employee Portal password. It is an automated process and the Portal will send an email to the address you entered in the Profile Information for the portal. The link included in the email is valid for 48 hours.

Dear

Please visit the link below to reset your password to your Employee Portal employee account. This link will expire in exactly 48 hours from Tuesday August 5, 2014 3:02 PM.

Please do not reply to this message for additional support. For support questions contact Richard Hoffmann at [rhoffmann@ridgewood.k12.nj.us](mailto:rhoffmann@ridgewood.k12.nj.us)

<https://rpsalio04.ridgewood.k12.nj.us/eportal/employee/reset-password.php?lid=1407265351/1696206741/321593129/1/8533781349487265/569471502>

Ridgewood School District  
49 Cottage Place  
Ridgewood, NJ 07450  
Email: [noreply\\_eportal@ridgewood.k12.nj.us](mailto:noreply_eportal@ridgewood.k12.nj.us)

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Powered by Employee Portal

***Please Note that there is a support contact link included in the message. Do not reply to the sending address of [noreply\\_eportal@ridgewood.k12.nj.us](mailto:noreply_eportal@ridgewood.k12.nj.us)***