

## SDS Employee Portal Log In Instructions

By accessing “SDS Employee Portal” you have the ability to view your payroll information such as attendance, detail payroll information, payroll registers/checks, contract balances, W2’s and more without the need to contact the district office!

### The following steps will instruct you on how to login:

- Log onto the Internet through (i.e. Explorer, AOL, MSN, DSL, Broadband etc.)
- Enter in the browser <https://ssl9.schooloffice.com/antioch34/sdsweboffice/>
- Save the address in your favorites for easy access
- The link can also be found on the district website under Departments/Business Office, directly under the department staff names.

### District Employees:

- User Name is your full Antioch email address.
- Password – First time login will be the last four digits of your social security number.
- The first time you access the system you must change your password.
- **Before changing your password, answer the three security questions and select “Verify”.** The answers to the security questions will let you retrieve your password if you forget it.
- Enter a strong password, a minimum of 6 characters consisting of numbers, letters and at least one symbol and select “Submit”.

### Substitutes:

- User name – Employee Number. Contact Sharon in Payroll at [scolon@antioch34.com](mailto:scolon@antioch34.com) to get your Employee Number.
- Password – First time login will be the last four digits of your social security number.
- The first time you access the system you must change your password.
- **Before changing your password, answer the three security questions and select “Verify”.** The answers to the security questions will let you retrieve your password if you forget it.
- Enter a strong password, a minimum of 6 characters consisting of numbers, letters and at least one symbol and select “Submit”.

When entering the program in the **future** simply enter your email address and/or employee # and the password you created and click “Login”.

See the Employee Portal Overview on where to find your information on the portal.