

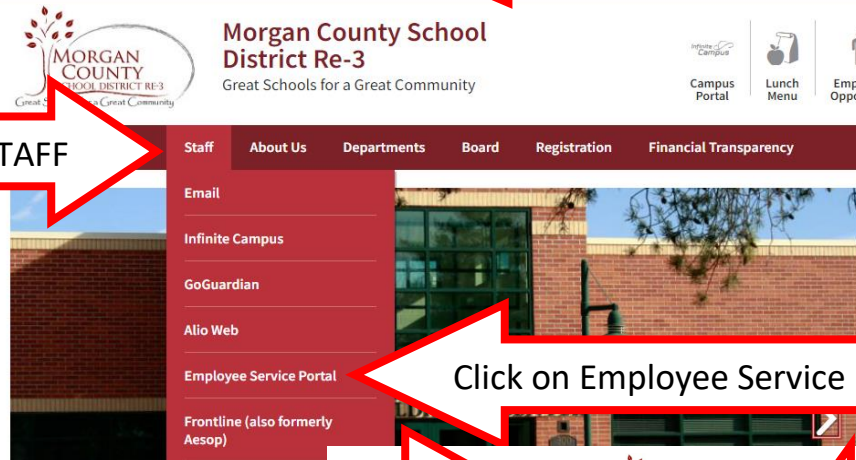
Employee Service Portal

Your information for your pay, paid time off, and benefits is available in the Employee Service Portal. To create your account in the Employee Service Portal, you will need your “Employee Number”. The administrative assistant at your building can provide you with your employee number as can our Human Resources Department.

To create your account, go to our District web page at www.morgan.k12.co.us, click on “Staff”, then click on “Employee Service Portal”.

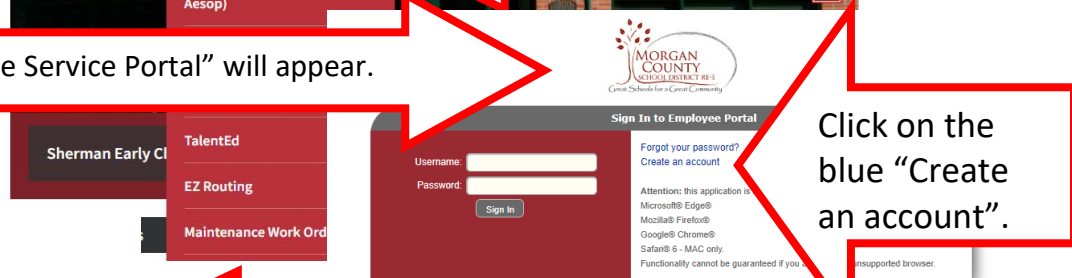


Click on STAFF



Click on Employee Service Portal

The screen titled “Sign In to Employee Service Portal” will appear.



Click on the blue “Create an account”.

The “Create New Account” screen will appear.

A screenshot of the 'Create New Account' screen. It has two main sections: 'Personal Information' and 'Profile Information'. The 'Personal Information' section includes fields for Employee No, First Name, Last Name, Last 4 of Social Security No, Birth Date, and Zip Code. The 'Profile Information' section includes fields for User Name, New Password, Confirm Password, E-mail, and three Personal Questions with answers. At the bottom, there are 'Submit' and 'Cancel' buttons, a 'Need Help?' link, and a footer with the LINQ logo and version information.

Complete all of the fields on the “Create New Account” screen then click the “Submit” button to complete your enrollment. *Your name must match what’s on your social security card. Your Zip Code must match the address we have on record too. If you’ve recently moved, check with the Human Resources Department to make sure we have your current address.*

An email with an activation link will be sent to your email. After creating your account, return to the District web page, click on “Staff”, “Employee Service Portal”, then log in using the User Name and Password that you just created. To access your pay information, click on the Payroll tab. A current year’s calendar will open. To see your paycheck information, click on a green highlighted date for that month’s paycheck.

Feel free to contact the Human Resources and Payroll Departments if you have any questions!!