

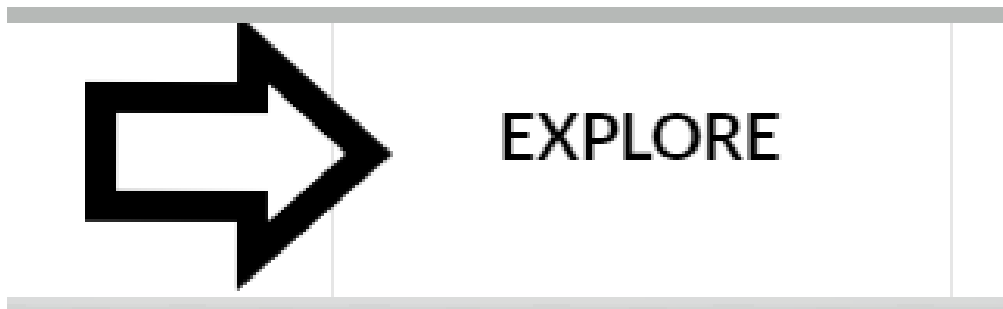
## HOW TO VIEW EARNINGS OR UPDATE PERSONAL INFORMATION TxEIS/ASCENDER EMPLOYEE PORTAL

Employees can register as a new user in TxEis to view earnings, leave balances, W-2 information and update their personal information. An employee's payroll statement contains information including deductions, and withholding information.

The link can be found at [www.jourdantonisd.net](http://www.jourdantonisd.net)



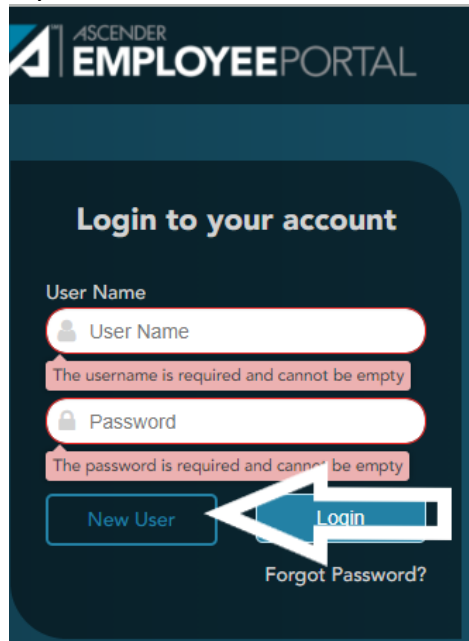
click on explore



then expand Staff Quicklinks, Employee Access



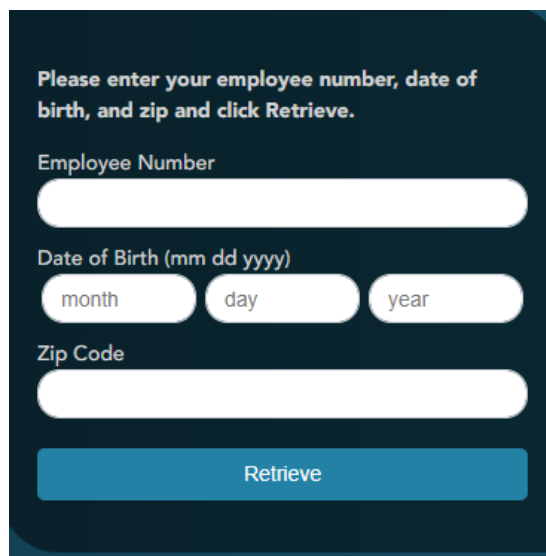
If you are a new user, select new user



You will then need to complete the following information and select retrieve

Please note that your employee ID must be 6 digits. If your assigned number is less than 6, add 0's to the beginning of the number to equal 6.

Example: Employee ID# 124, User name would be 000124



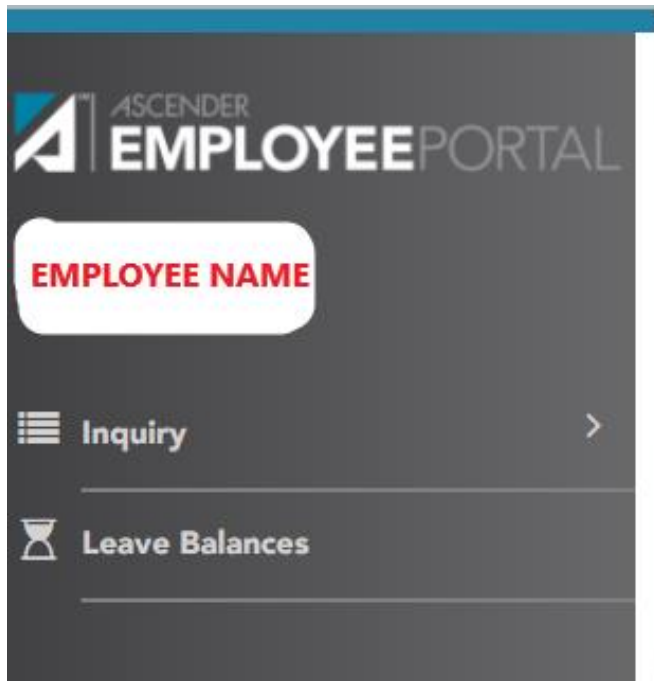
After retrieval, you should be prompted to create a user name, password and a security question with answer. Once this is complete, click save.

You will see the Welcome screen if your login was successful.



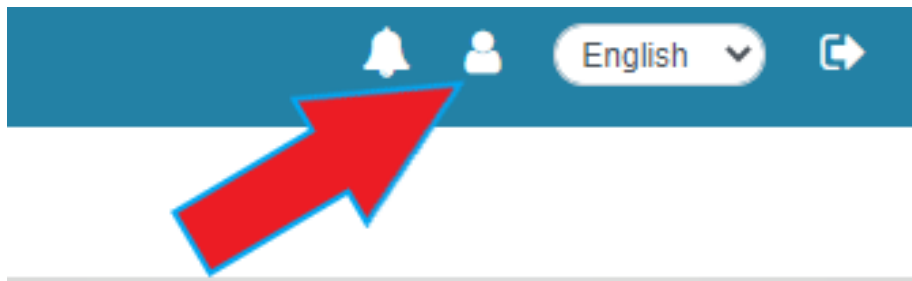
Welcome to the new ASCENDER EmployeePortal.

Once logged in, you will see this:



You can view historical pay, W-2 information and leave balances

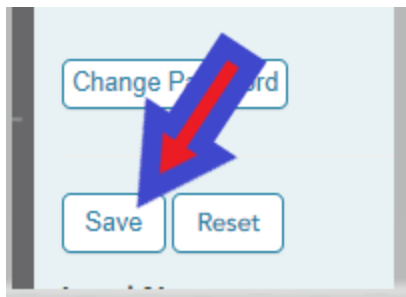
**Updating Personal Information:**



<b>Legal Name</b>
Title
Last Name
First Name
Middle Name
Generation
<b>Marital Status</b>
Local
<b>Email</b>
Work E-mail Address
Verify E-mail Address
Home E-mail Address
Verify E-mail Address
<b>Emergency Contact Information</b>
Name
Phone Number
Relationship
Emergency Notes
<b>Mailing Address</b>
Number
Street/P.O.Box
Apt
City
State
Zip
Zip+4
<b>Phone Numbers</b>
Home

Click on the “person” icon to view your personal information and make any necessary changes. Please note that some changes will require approval from central office and/or legal documentation. You will be notified of such requirements via email once submitted.

After you make the necessary changes, make sure to save.



If you are having trouble logging in and can't remember your password, there is a "forgot password" feature you can try. If that still doesn't work, you can ask the Business Manager, Angie Balaszi @ [abalaszi@jisdtx.us](mailto:abalaszi@jisdtx.us) or extension 5412 to delete your account profile and you can start as a new user.