How to create Employee Kiosk login

Kiosk is the database used to store all employee payment and payroll information. Through the employee kiosk, you have access to your pay stubs, leave balances and W-2 forms.

1. Go to richmondheightsschools.org
2. Under the header labeled Quicklinks, click District Staff and Student Quicklinks.” It should be the second option. Two columns should then pop up on the screen.

3. Under the left column labeled District Links, scroll down and look on the left side of the screen until you see a logo like the one pictured below.

4. Underneath the Employee Kiosk logo, it should have the words District Employee Kiosk. Click the logo to enter into the database.
5. In the pop-up menu displayed after clicking the logo, look to the bottom of the dialog box. It should say “First time using the Kiosk? Click here to register.” Click the underlined word “register.”

6. Fill in the fields labeled as follows and click submit.
   County
   District
   SSN
   District Email
7. Log into and Check your District E-mail for further instruction on how to set up your temporary password.
8. When finished setting up your password, Sign back into Kiosk with the new login now with the pre-set e-mail instructions in the dialog box you saw before.
9. If you click *Payslip*, your paystub can either be printed or viewed. If you click
View/Print W-2, you can view and print
view your submitted W-2 forms.