

# Sign up for Employee portal Online

1. Locate a previously received check stub. The information on your check stub will be needed to complete this process.
2. Follow the link: <https://hr.slp.k12.la.us/ESP/Login>



**Sign In to Employee Service Portal**

Username:

Password:

**Sign In**

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

Attention: this application is supported in the following browsers:  
Windows Internet Explorer® 9, 10  
Mozilla® Firefox® 20  
Google® Chrome® 26  
Safari® 6 - MAC only.  
Functionality cannot be guaranteed if you are using an unsupported browser.

[Need Help?](#)

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3. Click on the blue words create an account



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4. Fill out the information on create new account page. \* **Your employee number is on your check stub**, also all fields must match the information on your check stub. **User Name MUST BE three initials of your name and the last four of you social security number.** (Same as your school email user id with-out @slp.k12.la.us). This will make sure we can repair your account if needed. Make sure the password you choose is 8 characters long, has one number, and one symbol. Please print this page for your records, and write down your password.



### Create New Account

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 8 characters with at least one number and one special character.
Confirm Password	
E-mail	E-mail is used for system notifications and for retrieving login information.
Personal Question 1	
Personal Answer 1	
Personal Question 2	
Personal Answer 2	
Personal Question 3	
Personal Answer 3	

\*All information is required

[Submit](#) [Cancel](#)

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5. When you complete and hit the submit button you will get an email like this:

Bing Maps

Dear [REDACTED]

Please click the link below to activate your Employee Service Portal account. This link will expire in 48 hours.

<https://hr.slp.k12.la.us/ESP/ActivateAccount.aspx?a=act&v=db011967-02b3-4547-9627-e1dc8747223c&c=00000000>

St Landry Parish School Board  
P.O Box 310  
Opelousas, LA 70571



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6. Click the blue words on your email to follow the link back so you can log in.



The account was activated successfully.  
Click the Login link to go to the Login page.

[Go to the Login page.](#)

[Need Help?](#)



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7. Click the go to login page words to log into your new account. Make sure you save the page and know your password.