Employee Access Portal

Every employee will need to perform a one-time, two-step setup to register for access to the Employee Portal. You can register using the following link: [New Employee Access](#)

You will need to use your Office 365 credentials to log in. Please complete the next two steps to register and gain access:

Step 1: After navigating to the new employee portal, you will be prompted to sign in. Enter your user name first.last@ashland.k12.or.us (should be your email), then follow the usual Office 365 login process. If you are already logged into Office 365, it may not prompt you to enter a password.
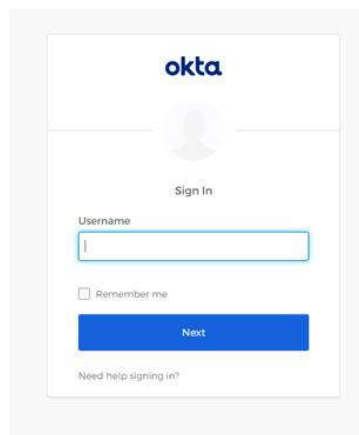

Figure 1- Your district email is your username

Step 2. Once you successfully authenticate with your Office 365 credentials, you will need to do a one-time employee verification (see image below). Fill out the required information to link your employee account.
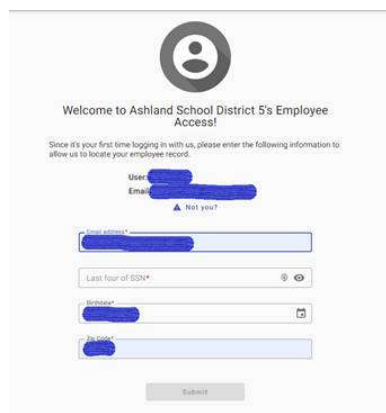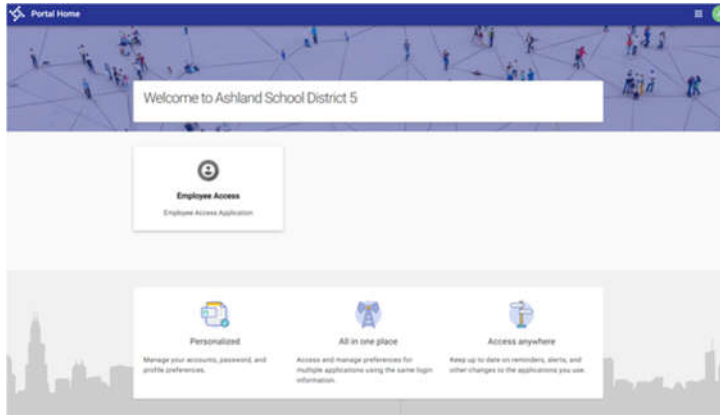

Figure 2 - the zip code to enter is your home zip code you provide the district.

Once you have completed these two steps, the portal home will appear, and you can now go to employee access to both view and make changes to your employee information.

If you have any issues, please email your site tech for to resolve it.