

eVouchers (site to view pay check, W-2, and attendance information)

FIRST TIME USERS:

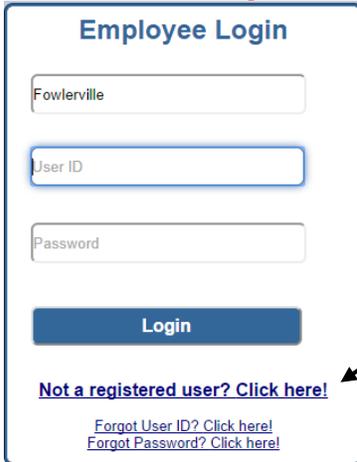
Go to: www.fowlervilleschools.org

Click on **Staff Resources**

Click on **RESA E Employee**

Select **Fowlerville Community Schools** in drop down and click **OK**

Click on **“Not a registered user? Click here!”**



The form is titled "Employee Login" and contains the following elements:

- A dropdown menu with "Fowlerville" selected.
- A text input field for "User ID".
- A text input field for "Password".
- A blue "Login" button.
- A link: "Not a registered user? Click here!"
- Two smaller links: "Forgot User ID? Click here!" and "Forgot Password? Click here!"

Fill in all required fields and click **Next**



The form is titled "RESA Employee Access" and "Register". It includes the following fields and instructions:

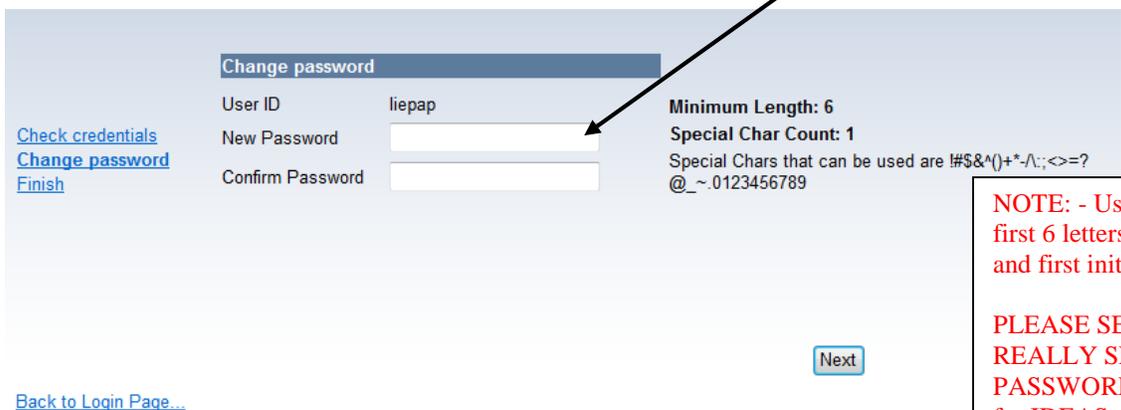
- District: Fowlerville
- Birth Date:
- Employee #:
- SSN (Last 4 digits only):
- Instruction: "You are required to enter birth date (MM/DD/YYYY) along with either your Employee # or last 4-digits of your SSN."
- Buttons: "Check credentials", "Change password", "Finish", and "Next".

Note:

Enter your birthdate AND employee ID number OR last 4 of social security number.

Employee ID: Email Gail Smith in the Business Office if you need your employee ID. (SmithG@fowlervilleschools.org)

Set and confirm your password:



The form is titled "Change password" and includes the following fields and instructions:

- User ID: liepap
- New Password:
- Confirm Password:
- Minimum Length: 6
- Special Char Count: 1
- Special Chars that can be used are: !#\$%^()+*~\/:;<>=?@_~.0123456789
- Buttons: "Check credentials", "Change password", "Finish", and "Next".

NOTE: - User ID – will be the first 6 letters of your last name and first initial .

PLEASE SELECT A REALLY SECURE PASSWORD... SEE BELOW for IDEAS.

Guidelines for selecting a password:

- 1 **Do not use:** your login ID, your name or a loved one's name, your hobbies or pets' names, special dates such as birthdays, anniversaries, etc.
- 2 The password must be a minimum of 6 characters.
- 3 Make it something you can remember. * **Don't write it down** * !
- 4 Make it something you can type easily and quickly.
- 5 Use a combination of letters,(upper and lower case letters should be used), special characters and numbers. NO SPACES.
- 6 Your password must be entered exactly, including the correct upper and lower case letters.
- 7 Carefully distinguish uppercase from lowercase, O's (oh's) from 0's (zeros).

Viewing your eVoucher information:

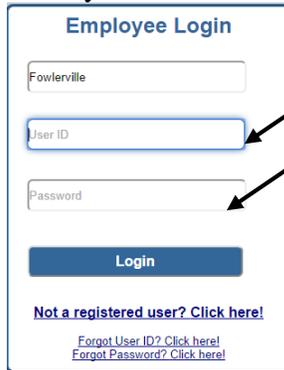
Go to: www.fowlervilleschools.org

Click on **Staff Resources**

Click on **RESA E Employee**

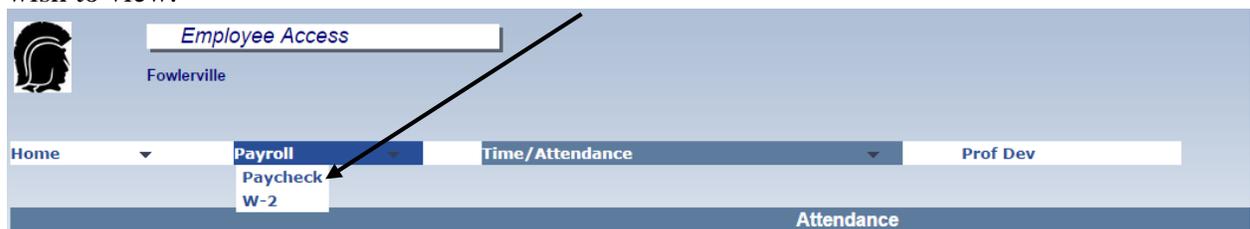
Select **Fowlerville Community Schools** in drop down and click **OK**

Enter your User ID and Password and click "Login"



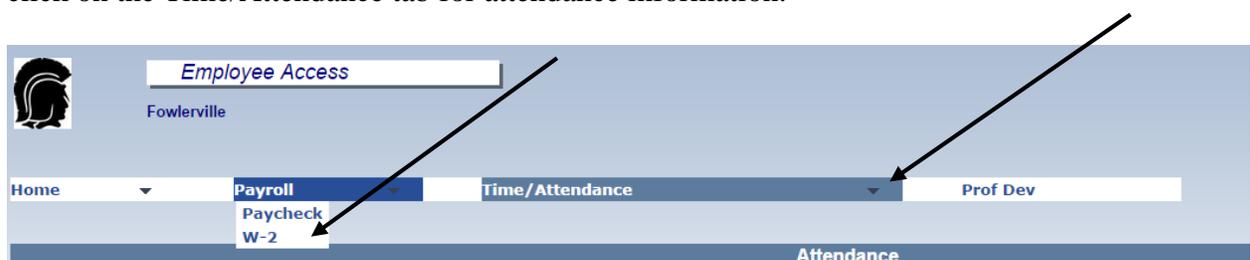
The image shows a login form titled "Employee Login". It contains three input fields: "Fowlerville" (pre-filled), "User ID", and "Password". Below the fields is a blue "Login" button. At the bottom, there are three links: "Not a registered user? Click here!", "Forgot User ID? Click here!", and "Forgot Password? Click here!". Two black arrows point from the top right towards the "User ID" and "Password" fields.

Click on the tab called "**Payroll**", then use the drop down to select the pay stub that you wish to view.



Your voucher will appear on the screen. You can print a copy of the voucher now if you wish to. **PLEASE TAKE NOTE OF YOUR EMPLOYEE #.** You will need this to change your password.

You can also click on the W-2 "drop-down" under Payroll to view all past W-2's and/or click on the Time/Attendance tab for attendance information.



If you ever forget your ID or password, you can follow the links to get your ID and reset your password:

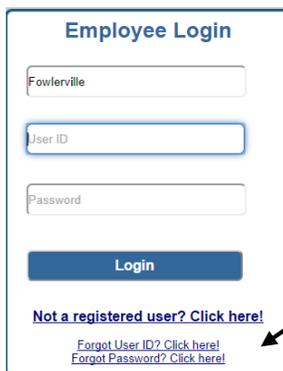
Go to: www.fowlervilleschools.org

Click on **Staff Resources**

Click on **RESA E Employee**

Select Fowlerville Community Schools in drop down and click **OK**

Click on “Forgot Password” or “Forgot Login ID”



The image shows a web form titled "Employee Login". It contains three input fields: "Fowlerville" (with a dropdown arrow), "User ID", and "Password". Below the fields is a blue "Login" button. At the bottom, there are three links: "Not a registered user? Click here!", "Forgot User ID? Click here!", and "Forgot Password? Click here!". A black arrow points from the "Forgot Password" link to the right.

Fill in the blanks and click Next



The image shows a web form titled "RESA Employee Access". It has a "Register" button at the top right. Below it is a "Check credentials" section with a message: "You are required to enter birth date (MM/DD/YYYY) along with either your Employee # or last 4 digits of your SSN." There are three input fields: "District" (with a dropdown arrow and "Fowlerville" selected), "Birth Date", "Employee #", and "SSN (Last 4 digits only)". A "Next" button is at the bottom right. On the left, there are links: "Check credentials", "Change password", and "Finish". A "Back to Login Page" link is at the bottom left. Two black arrows point from the right towards the "Birth Date" and "Next" fields.

The system will walk you through the reset process.

REVISION DATE 9-26-2014

District/Shared/Forms/Business Office Procedures and Forms/Forms - Separate