

How to access and use the Employee Kiosk
Documentation provided by: SWOCA

To utilize the Employee Kiosk to access your employee profile, position details, performance reviews, attendance, leave balances, paycheck information, online leave requests and you must first create a user account by going to SWOCA's website at www.swoca.net. Click on Additional Resources, then click on "Kiosk". You can bookmark this link for quicker access.

SWOCA SouthWest Ohio Computer Association

Help Desk | Contact Us

HOME DEPARTMENTS DISTRICTS SCHEDULE OF EVENTS ADDITIONAL RESOURCES CUSTOMER SUPPORT

D3A2 Project
Exchange Access
Forum
Help Desk
FISCWeb
KIOSK
Microsoft Reporting Services
OECN
OCIS
Ohio Department of Education
Remote Assistance
Persona Terminal Emulation
Safari Info
Web Mail

SWOCA is a quality service provider
for the K12 educational community of exceptionally dependent and supporting the resources vital to the educational success of Ohio.

WELCOME TO SWOCA

About SWOCA

SWOCA is one of 23 Information Technology Centers (ITCs), which provide vital information processing services and support to over 900 school districts, Educational Service Centers, and Community schools and approximately 1.4 million students in the State of Ohio.

Staff Directory

Please visit our Staff Directory by [clicking here!](#)

Member of:
McOECN

Upcoming Events

EMIS - FY11 Special Ed reports
SWOCA Training Room
Tue, Dec 7, 9:00 AM - 12:00 PM

Beginner Payroll (USPS) Training
SWOCA Training Room
Wed, Dec 8, 9:00 AM - 11:00 AM

How to upload an EZPay file
SWOCA Training Room
Wed, Dec 8, 1:30 PM - 3:00 PM

Advanced USPS (Payroll) Training
SWOCA Training Room

HOW TO CREATE A USER ACCOUNT:

1. Click on the red "register" link following "First time using the Kiosk? Click here to register".

Welcome to the MCOECN Employee Kiosk.

Email Address: _____
Password: _____

First time using Kiosk? Click here to register.

Forgot your Password? Click here to reset.

The Employee Kiosk has been tested and is compatible with the following browsers.
For the best experience please use one of the following:

- Internet Explorer Versions 7+ [Click here to download/update](#)
- Mozilla Firefox Versions 3+ [Click here to download/update](#)
- Safari Versions 4+ [Click here to download/update](#)

2. Enter either your Employee ID number OR your Social Security Number in the designated box. This is the only time you will see your SSN in the Kiosk. Once logged in, only your Employee ID will be displayed.
3. Click on the drop-down arrow and select your school districts county.
4. Click on the drop-down arrow and select your district.
5. Enter your email address that your district has defined in the payroll system (BIOSCN).
6. Click on the Submit button. A message will be displayed notifying you that the account request has been created and that a temporary password will be emailed to you shortly.

To register for the Employee Kiosk, please supply the following

- 1) Your Employee Id or SSN,
- 2) The county in which your district resides,
- 3) Your district's name,
- 4) Your email address provided to you by your district.

Employee Id _____
OR
SSN _____
(no dashes)
County -- Select County --
District -- Select District --
Email _____

7. After you receive the email stating that your account has been created and giving you a temporary password you can log into the Kiosk. Access the Kiosk at SWOCA's website (see instructions on page 1). Enter your username and copy and paste your password into the login screen. The password is case sensitive so it is best to copy and paste the password into the password field, however, the username is not case sensitive. You will be immediately asked to create a new

password. The new password must be at least 8 (eight) characters in length. It will be your choice of alpha and/or numeric characters.

HOW TO REQUEST EMPLOYEE PROFILE CHANGES:

1. When logging in to the Kiosk, the “Employee Profile” screen will be automatically displayed. This screen will show the biographical data that is on file with your district’s payroll office. If any of the information displayed is incorrect you can click on the “Request Profile Data Changes(s)” button to submit an electronic request to the necessary administrative staff (HR administrator).

Employee Kiosk

Employee Kiosk | Other Links | IPDP

Employee Profile

KIOSK Announcement Board

Scheduled Maintenance Windows

Security/Privacy Announcement

Employee Profile

Employee ID: 00000002 State Certification ID: OH1229103

Name:

First Name: Eldon Middle Name: Last Name: Clapton Suffix:

Legal First Name: Legal Middle Name: Legal Last Name: Legal Suffix:

Contact Information:

Address: 1 4321 Musio Lane Phone: (513) 616-1212

Street Address To: District Phone: District Extension:

City: Hamilton State: OH Zip Code: 45311

Email Address(es): ECLPTCH@SWOCA.NET

Other Information:

Gender: Female Ethnicity: White, Non-Hispanic Marital Status: Unstated

OSHA Blood Code: Sex Days: Specialty Nurse:

Education/Qualifications:

Degree Type: Masters ICE Credit: Not Applicable

Semester Hours: 30 CE Credit: Not Applicable (default)

Employee Dates:

Date of Hire: Last Employee: 04/01/2009 Last Paid: 07/01/2011 Contract Renewal: Expired Contract End:

Most Recent: 09/14/2009 Next Expiration: 03/01/2010 OIG's New Hire: 09/14/2009

Employee Data - Other:

Background Check: 11/11/2009 Error out:

Experience:

Total Years: 3 District: 0.00 Environment Systems: 0.00 Other Public: 0.00 New Ohio Public: 0.00 Language: 0.00

Authorized Years: 3 Authorized District: 0.00 Purchased: 0.00 Other Private: 0.00 New Ohio Private: 0.00 In Acc: 0.00

Package: 0.00

Request Profile Data Change(s)

2. Enter the change(s) in the appropriate box then click the “Submit Change Request” button. To exit without making any changes click the “Cancel” button.

Employee Profile

Cancel Submit Change Request

Enter New Values for items that you would like to Request be changed.
Click "Submit Change Request" button to complete the request and notify the HR Administrator.

Employee ID: 000000002 State Certification ID: 221234567

New State Certification ID:

Name:

First Name: Eldon Middle Name: X Last Name: Clapton Suffix:

New First Name: New Middle Name: New Last Name: New Suffix:

Legal First Name: Legal Middle Name: Legal Last Name: Legal Suffix:

New Legal First Name: New Legal Middle Name: New Legal Last Name: New Legal Suffix:

Contact Information:

Address: 1 4321 Musio Lane Phone: (513) 616-1212

ANNOUNCEMENT BOARD:

1. Your district may choose to use an Announcement Board to display messages from your district administration. If your district posts any announcements you will see the "KIOSK Announcement Board". Click on the + next to the announcement to expand and view the full announcement text. There can be multiple announcements that you can select to view. You can close or collapse the full text announcement by clicking the + a second time.

KIOSK Announcement Board

Scheduled Maintenance Windows ±

Security/Privacy Announcement ±

This is a test of the Employee Kiosk Announcement Board ±

POSITION DETAILS:

1. When you click on the "Position Details" button the screen will display your job information that is on file with your district's payroll office. If you have any questions regarding this data, please contact your payroll department.

NOTE: If you have multiple active jobs in your district, you will have a "Current Positions" box that will be displayed. You will need to click on the "Display Details" link to display the detailed data for a specific job. You can also create a spreadsheet with this data by clicking on the "Export to .CSV" link.

Current Positions			
Job Title	Calendar Start Date	Job Status	
Teacher	01/01/2006	Active	Display Details
Study Hall Monitor	01/01/2006	Active	Display Details

[Export to .CSV](#)

1 - 2

Position Details					
Job Number	1				
Job Title	Teacher	Position Start Date	09/14/2006	Job Status	Active
Building IRN	85571	Building Name	Southwest Ohio Computer Associ		
Contract Amount	\$20,500.00	Daily Or Hourly	Hourly	Daily Or Hourly Rate	\$20.486
Hours In Work Day	8	Pay Per Period	\$1,134.82	Retire Hours	.00
Work Days In Contract	179	Calendar Start Date	01/01/2006		
Salary Schedule Step	0	Salary Schedule Column	0		
Eligible for Sick Leave	Yes				
Eligible for Personal Leave	Yes				
Eligible for Vacation Leave	No				
Supervisor Name	Vicky H Smith	Supervisor Email	VSMITH@SWOCA.NET		

PERFORMANCE REVIEWS:

1. When you click on "Performance Reviews", if your district chooses to use this feature, you will be able to view the details of your performance reviews. Click on "View". Then click on "Download" to view.

My Performance Reviews			
	Current Evaluation Date	Next Evaluation Date	Documents Attached
VIEW	10/31/2007	10/31/2009	1
VIEW	04/01/2008	03/01/2010	1

1 - 2

Performance Review Info		
Employee Name	Evaluation Date	Next Evaluation Date
Eric X Clapton	04/01/2008	03/01/2010

Associated Performance Review Files				
File Id	Filename	Description	Created By	Created Date/Time A
download	PERFORMANCE REVIEW FOR E.doc	Performance review for E. Clapton	DTESTER@SWOCA.NET	03/03/2010 08:40 PM

1 - 1

PAYSLIP:

1. When you click on the "Payslip" button you will be able to view your paycheck stub summary data. The "Pay Slip Summary" will also display leave days used during the pay period and their balances.

Pay Slip Summary											
Click to View	Payment Date	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Pers Bal
VIEW	02/15/2010	148938	\$1,134.62	\$927.17	N	0	0	0	-1	0	-3
VIEW	07/15/2009	148927	\$806.85	\$689.09	N	0	0	0	-1	0	-3
VIEW	07/15/2009	148933	\$1,134.82	\$934.77	N	0	0	0	-1	0	-3
VIEW	01/15/2009	148922	\$1,134.62	\$900.26	N	14	0	3	-1	0	-3
VIEW	07/01/2007	148920	\$1,134.62	\$900.28	N	0	0	0	37.25	0	0

Export to .CSV

Number of Rows Displayed 5

Click on the arrow by the Payment Date to sort the order of multiple checks by ascending or descending date order.

Click "View" next to the check that you want to view. See the example on the next page.

2. Directly below the pay slip summary is the Notification of Deposit. You can click on the "Print Pay Slip" button to print a copy of this notice.

VIEW / Print Payslip						
*** Notification of Deposit ***						
To: Eric X Clapton						
From: SWOCA CITY BOCAJOL DISTRICT						
ISS AND TIME						
AMOUNT: 03 4567						
The amount designated in your notification authorization for automatic deposit are credited in the amount of \$1,034.50						
Funds are available to your account as of 01/30/2011						
Your salary has been deposited as follows:						
TYPE	DESCRIPTION	AMOUNT				
Revenue Check	REVENUE CHECK	927.17				
Below is a summary of your pay for the period ending 02/15/2011						
	PAY	DEDUCTIONS				
Item	Rate	Amount	Hours	Rate	Amount	Balance
REGULAR WAGES - REG	19.000	4208.33	220	19.00	4180.00	218.33
	OT10 10%	141.50			141.50	359.83
	OT10 20%	179.19			179.19	539.02
Gross Pay: 4,529.02						
Adjusted Gross: 4,137.50						
* Deductions Made Summary						
Sick Leave	Vacation Leave	Personal Leave	Retirement			
0.000 / -0.000	0.000 / 0.000	0.000 / 0.000	0.000 / 0.000			
Federal Exemptions: Married 01						
State Exemptions: 03 Deposits: 140000 Est. Pay: 0.000000						

W2 View/Print:

1. Your district may have chosen to make your W2 available to you in the Kiosk. Click on the "View/Print W-2" button.

Documentation	List of Available W-2 Wage and Tax Statements			
Profile				
Position Details				
Performance Reviews				
Payship				
View/Print W-2	1 - 1			
Leave Balances				
Issue Request				

View and/or Print W2	Download & Save W2	Tax Year	Control Number
		2009	0000006
			1 - 1

2. Click on the pencil icon next to "View and/or Print W2" or you can "Download & Save W2".

a Employee's social security number 789-77-7877		OMB No. 1545-0046	
b Employee identification number (EIN) 14-7258369	1 Wages, tips, other compensation 1021.16	2 Federal income tax withheld 77.47	
c Employer's name, address, and ZIP code SAMPLE CITY SCHOOL DISTRICT 1234 ABC LANE ANYWHERE OH 45067	3 Social security wages	4 Social security tax withheld	
	5 Medicare wages and tips 1134.62	6 Medicare tax withheld 16.45	
	7 Social security tips	8 Allocated tips	
d Control number 0000006	9 Advance EIC payment	10 Dependent care benefits	
e Employee's first name and initial Last name ERIC X CLAPTON 4321 MUSIC LANE HOMETOWN, OH 45011	11 Nonqualified plans	12a See instructions for box 12	
	13 State income tax	12b	
	14 Other	12c	
		12d	
f Employee's address and ZIP code	15 State income tax OH 98-765432	16 State wages, tips, etc. 1021.16	17 State income tax 26.98
	18 Local wages, tips, etc.	19 Local income tax	20 Locality

Form **W-2** Wage and Tax Statement **2009**
 Copy B - To Be Filed With Employee's FEDERAL Tax Return.
 This information is being furnished to the Internal Revenue Service.
 Department of the Treasury - Internal Revenue Service

LEAVE BALANCES:

1. When you click on the "Leave Balances" button the screen will display your leave balances and the details regarding the leave that is on file with your payroll office. If you have any questions regarding this data, please contact your payroll department.

Category	Job No.	TransType	Start Date	End Date
All	All	All		

Monthly Accrual	Unit	Accum Max	Begin Bal	Balance
Personal Leave	N/A	Daily	0.00	3.00
Sick Leave	1.25	Daily	200.00	N/A
Vacation Leave	0.00	Daily	0.00	N/A
				1 - 3

NOTICE: Displayed Leave Balances may not reflect current activity due to delayed posting.

Category	Job No.	TransType	Start Date	End Date
Sick	0	Absence	1	Daily

Export detail activity to .CSV

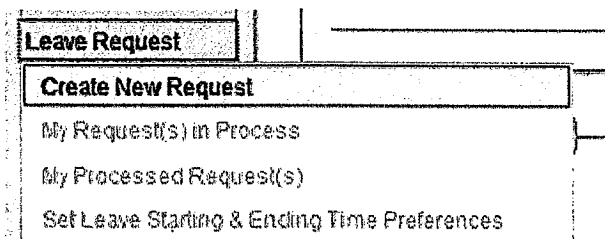
1 - 1

2. By clicking on the "Export detail activity to .csv" link, you can create a spreadsheet with your leave balances.
3. The "Filter Detail Leave Activity" section will allow you to click on the drop-down arrow(s) and filter your leave activity. You can also include a start and end date to further filter the data.

LEAVE REQUEST:

1. The "Leave Request" feature will allow an employee to create a leave request and electronically submit it for approval. Click on the "Leave Request" button then highlight and select "Create New Request".

NOTE: You can define a starting and ending time for your leave by clicking the "Set Leave Starting & Ending Time Preferences" link. When you open a new leave request the starting and ending times will default to the values as defined.



2. If you have multiple active jobs, click on the drop-down arrow in the "Job" section and select the job for which you are requesting the leave.

A screenshot of the "New Leave Request" form. At the top right are buttons for "Cancel", "CLEAR", and "SUBMIT". Below these is a "Job" dropdown menu currently set to "Active - Teacher". Below the job dropdown is a "Leave Type" dropdown menu set to "-- Select Leave Type --". There is a "Reason" text input field below that. At the bottom left, it says "0 of 1000".

3. Click on the drop-down arrow beside the "Leave Type" field and select the type of leave you are requesting.

A screenshot of the "New Leave Request" form with the "Leave Type" dropdown menu open. The dropdown list includes: "-- Select Leave Type --", "-- Select Leave Type --", "Calamity", "Compensatory Time", "Dock", "Holiday", "Jury Duty", "Military", "Other", "Personal Leave", "Professional", "Sick Leave" (highlighted), and "Unknown". The "Job" dropdown is still set to "Active - Teacher". The "Reason" field is empty. The "Start Date" field is set to "0/00/00" and the "End Date" field is set to "0/00/00".

4. You may be required to enter a brief description of the reason for the leave in the "Reason" field. Or, you can also type in more description in the "Comments" section.

- Enter a start and end date for the leave or click on the calendar icon and select the dates.
- Select a start and end time from the drop down arrow.
- Enter a number of day(s) requested for the leave.
- You may need to enter the number of hours if the display shows: "Leave Requested in Hour(s)"
- Place a checkmark in the "Full Notification" box if you chose to be notified by email any time this request has a status change. If left unchecked, the notification will default to you being notified ONLY at the time of Initiation and at Final Disposition.
- You can enter comments regarding the leave in the "Comments" box if needed.
- If a substitute is needed for this leave day click on the box next to "Substitute Needed?" If you want to designate a specific substitute, enter their contact information in the large box next to the "Substitute Needed?" box.
- After the leave request is completed, click on the "Submit" button to submit to the approver. This request will be submitted electronically to each administrator required to approve this leave.
- You also have the option to "Clear" the request and start over or "Cancel" the request entirely and not submit the current request.

After selecting the leave type, the balance for the selected leave will be displayed.

Leave can be requested in values of:
 1 - whole day or whole hour
 .25 - ¼ day or ¼ hour
 .5 - ½ day or ½ hour
 .75 - ¾ day or ¾ hour
 depending on your districts leave benefit unit defined in payroll.

Click on the "Full Notification" box only if you want to receive an email every time there is a status change associated with this request. Leave blank if you only want email notification when the leave is approved.

Click on the "Substitute Needed?" box only if the substitute caller will schedule your sub.

Click the "Select File(s) to Attach" button to browse for a file that you want to upload and attach to this request. The file can then be viewed by the leave approver(s).

- A notice of successful request submission will be displayed on your screen. You and your supervisor will receive an email message regarding this leave request.

**Your leave request has been successfully submitted.
You should receive a confirmation email shortly.**

NOTE: If you enter a leave request using a date in the past you will see a message displayed like the example below. If the date is correct you can go ahead and submit:

New Leave Request Cancel CLEAR SUBMIT

Job: Active - Payroll Clerk ▾
 Leave Type: Sick Leave ▾

Balance before request 44.75 Day(s) See your Sick Leave Requests

sick

Reason

4 of 1000

Notice: you have entered a Date that exists in the past

Start Date: 05/18/2010 (use MM/DD/YYYY format) Start Time: 01 : 00 : AM ▾
 End Date: (use MM/DD/YYYY format) End Time: 01 : 00 : AM ▾

Leave Requested

- To view a leave request in process, click on the "Leave Request" button and select "My Request(s) in Process".

Employee Kiosk Documentation

Profile

Position Details

Performance Reviews

Payroll

Leave Balances

ViewPrintW-2

Leave Request

Create New Request

My Request(s) in Process

My Processed Request(s)

Get Leave Starting & Ending Time Preferences

Supervisory Functions & Reports

Leave Request(s) in Process

1 - 3

Update	View Approval Status	Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date
Details	Update	Teacher	Sick Leave	Flow Initiated Level 1	No	04/01/2011 02:23PM	03/04/2011 08:00AM	03/04/2011 04:00PM
Details	Update	Teacher	Personal Leave	Flow Initiated Level 1	No	04/01/2011 02:23PM	03/11/2011 08:00AM	03/11/2011 04:00PM
		Teacher	Sick Leave	Flow Initiated Level 1	Yes	04/28/2011 10:00AM	04/28/2011 09:00AM	04/28/2011 04:00PM

1 - 3

Number of Rows Displayed: 3 ▾

7. Click on the "Details" link next to the request you want to view. You will then see the "Leave Request Detail", "Transaction History" and "File(s) to Attach" boxes.
8. The "Leave Request Detail" can be used to add comments to your submitted request, "Cancel" the request or "Update the Request".
9. The "Transaction History" will show where your request is in the approval process.
10. The "File(s) to Attach" will allow you to browse and upload a file pertaining to this request.
11. Depending on your district's approval process, you can "Escalate" the leave request to your district's leave administrator which will bypass all other approvers.

Leave Request(s) in Process

Update	View Approval Status	AD Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date
Details	Update	Teacher	Sick Leave	Flow Initiated Level 1	No	04/21/2011 02:23PM	03/04/2011 08:00AM	03/04/2011 04:00PM
Details	Update	Teacher	Personal Leave	Flow Initiated Level 1	No	04/01/2011 02:23PM	03/11/2011 08:00AM	03/11/2011 04:00PM
Details	Update	Teacher	Sick Leave	Flow Initiated Level 1	Yes	04/28/2011 10:30AM	04/28/2011 08:00AM	04/28/2011 04:00PM

Export to CSV

1 - 3

Number of Rows Displayed: 3

Leave Request Detail

[Escalate to HR Leave Administrator](#) [Cancel Request](#) [Apply Comments ONLY](#)

Status: Flow Initiated Last Activity: 04/01/2011 02:23 PM

Job: Teacher

Leave Type: Sick Leave Sub Category: FA - Family/Buss

Current Balance: -1.00 Days

Reason: [REDACTED]

Start Date: 03/04/2011 Start Time: 08:00 AM

End Date: 03/04/2011 End Time: 04:00 PM

Leave Requested In Days: 1.00 Phone: (513) 515-1212 Full/Part/Seasonal: Y

Comments:

Transaction History

Name	Action	Comments	Transaction Date
Enc X Clapton	Flow Initiated	-	03/22/2011 12:51PM
Enc X Clapton	Flow Re-initiated	-	04/01/2011 02:23PM
Enc X Clapton	Flow Re-initiated	-	04/01/2011 02:23PM

Export to CSV

1 - 3

Number of Rows Displayed: 3

File(s) to Attach

Click button below to select file(s) to be attached to this Leave Request.

12. To view a processed or completed leave request, click on the "Leave Request" button and select "My Processed Request(s)". You can also filter the processed requests by entering starting and ending dates and/or clicking on the drop-down arrows to filter by leave type and/or status. Click on "Details" to see request details. The "Status" will show as "Approved" OR "Exported" in the "Approved & Exported Leave Request(s)" section. If you have cancelled a request or have one that was rejected you can view the details in the "Cancelled & Rejected Leave Request(s)" section.

Documentation

Filter by Date Range

Starting Date: 04/01/2010 Ending Date: []

Leave Type: All Status: All

Approved & Exported Leave Request(s) 1 - 8

Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Teacher	Sick Leave	Exported	No	02/17/2011 09:53AM	07/27/2010 02:00PM	07/30/2010 01:00AM	3.250 Days(s)	X
Teacher	Sick Leave	Exported	No	03/18/2011 08:43AM	07/23/2010 01:00AM	07/23/2010 01:00AM	1.000 Days(s)	X
Teacher	Professional	Exported	No	02/17/2011 09:53AM	08/17/2010 08:00AM	08/17/2010 05:00PM	1.000 Days(s)	X
Teacher	Sick Leave	Exported	Yes	03/18/2011 08:37AM	09/20/2010 01:00AM	09/23/2010 01:00AM	3.750 Days(s)	X
Teacher	Professional	Exported	No	02/17/2011 09:53AM	10/25/2010 08:00AM	10/25/2010 12:00PM	800 Days(s)	X
Teacher	Professional	Exported	No	02/17/2011 09:53AM	11/01/2010 08:00AM	11/01/2010 12:00PM	800 Days(s)	X
Teacher	Professional	Exported	No	03/18/2011 08:37AM	11/15/2010 08:00AM	11/15/2010 12:00PM	500 Days(s)	X
Teacher	Sick Leave	Exported	No	03/18/2011 08:37AM	12/08/2010 07:00AM	12/08/2010 03:30PM	1.000 Days(s)	X

Export to CSV

Number of Rows Displayed: 100

PRINT Filtered Requests

Cancelled & Rejected Leave Request(s) 1 - 2

View Approval Status	Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave
Details	Teacher	Professional	Cancelled	Yes	02/17/2011 09:51AM	10/18/2010 08:00AM	10/18/2010 12:00PM	300 Days(s)
Details	Teacher	Professional	Cancelled	No	02/17/2011 09:51AM	11/08/2010 08:00AM	11/08/2010 12:00PM	500 Days(s)

Export to CSV

13. To cancel an exported request click on the  next to the leave request. This will initiate a negative leave request to reverse a previous request.

New Leave Request

Cancel SUBMIT

Job Active - Teacher
Leave Type Sick Leave Sub Category (1)

Balance before request: 1.00 Day(s) [See your Sick Leave Requests.](#)

This request requires to reverse a leave date previously Exported and Posted to USPS. Original Leave Request: 111144

Reason

110 of 1000

Start Date 12/08/2010 Start Time 07:50 AM
End Date 12/09/2010 End Time 03:30 PM

Leave Requested in Days(s) - 1.260

Please Where You Can be Reached For Questions (513) 515-1212 Full Notification

Comments pertaining to this Leave Request

0 of 1000

Supervisor's Email: theryn.bush@swoca.net Request Status: Pending

LEAVE CALENDAR:

1. Click on Leave Calendar(s) then highlight and click “My Leave Calendar” to see a calendar view of your requests. Requests shown in “red” are requests that have not been approved. Requests shown in “green” are requests that have been approved.

HOW TO CHANGE YOUR PASSWORD IN THE KIOSK:

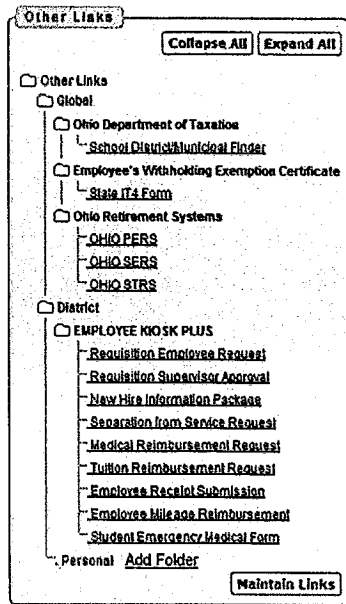
1. To change your password, click on the “Change Password” button.

2. Enter your old password, new password, and re-enter new password. Remember that the new password must be at least 8 (eight) characters in length and IS CASE SENSITIVE. It will be your choice of alpha and/or numeric characters and upper or lower case. Click on the “Change Password” button to accept the password change.

OTHER LINKS FEATURE:

1. The “Other Links” button will allow you to access predefined links to useful websites and will also allow you to click “Maintain Links” and add personal URL links to your account.
2. To add a personal link, click on “Other Links”, then click “Add Folder” next to the Personal folder.

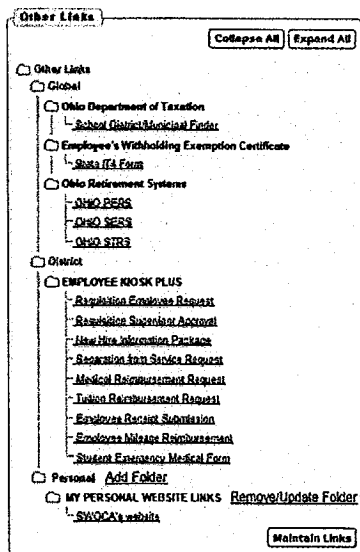
NOTE: A district link can also be added by the “District Link Administrator”.



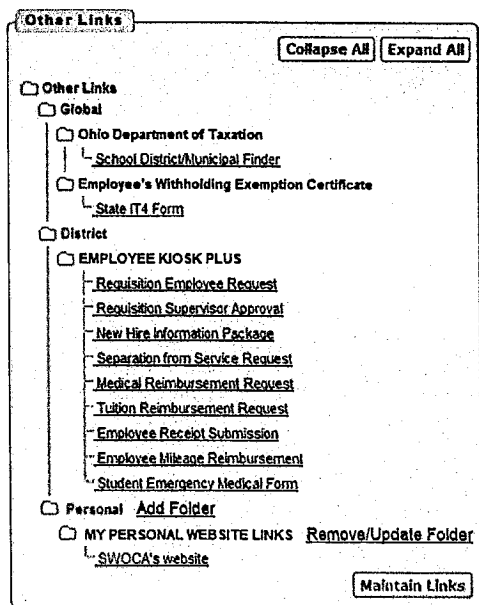
3. Enter a Folder Name, the URL and a URL Description and then click the “Add Folder” button.


The screenshot shows a form titled "Add Folder". At the top right, there are two buttons: "Return to Other Links" and "Add Folder". The form is titled "Add Folder under Personal". It has three input fields: "Folder Name" with the value "My Personal Website Links", "URL" with the value "http://www.sncca.net", and "URL Description" with the value "SNCCA's website".

You will see that the personal link folder and the URL you entered has been added to your "Personal Links" section.




4. Your personal links can be modified by clicking on the "Maintain Links" button.



5. Click on the  icon next to the link you wish to modify.

Other Links Maintenance

Return to Other Links Create NEW Link

Edit	Folder	Link	Link Description	Display Order
	MY PERSONAL WEBSITE LINKS	http://www.swoca.net	SWOCA's website	1

1 - 1

Number of Rows Displayed: 5

6. You can choose to delete the link or apply the changes after updating the link. The “Cancel and Return to Links Maintenance” button will cancel the edit and return you to the links section without making any changes. You also have the option to delete the link from your personal links.

Update or Delete LINK

Cancel & Return to Links Maintenance **Delete Link** **Apply Changes**

Link http://
www.swoca.net

Link Description SWOCA's website

Create(d) in Folder MY PERSONAL WEBSITE LINKS ▾

Display Order 1