

# Dighton-Rehoboth Employee Portal Registration

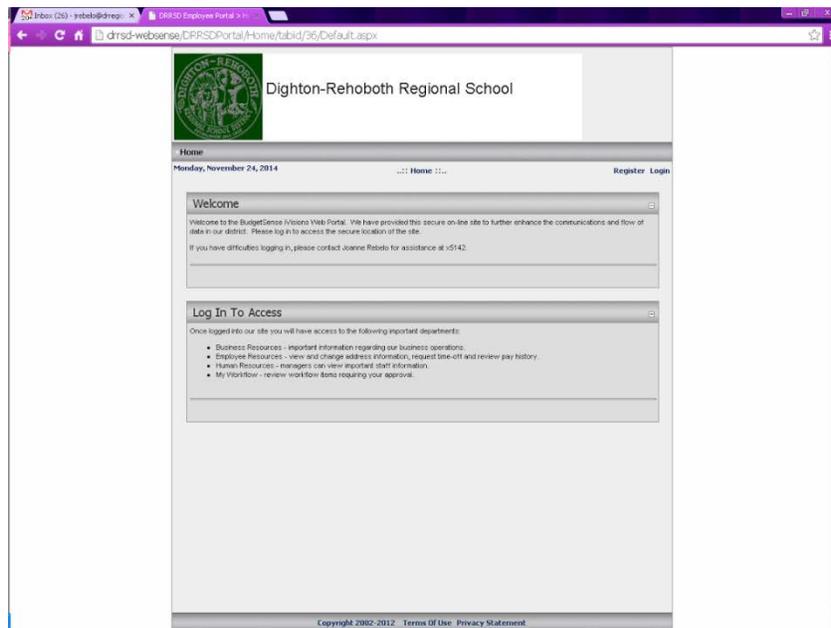
- Have you ever been sitting at home, planning your next vacation and wondering how many days you have left?
- Have you ever tried to refinance your mortgage (or get a new one!) and needed pay information for the past three months and just couldn't make it up to central office to get the information?
- Have you ever thought about changing your tax withholdings on your paycheck but were afraid how it would affect your pay so you left it alone?

## We have the answers to all of these questions - and more!!! Read on to find out how:

As an employee at Dighton-Rehoboth, you have the benefit of registering for our Employee Portal. This is a website that will allow you to view all of your pay information online - from days available for vacation, sick and personal to your deductions and what you are claiming on your taxes. From here you can request time off, update your emergency contacts, change your mailing address and telephone number - all from the comfort of your own computer!

As this information is unique to each employee, you will need to self-register to utilize these fantastic resources. Here's a step by step to help you out:

1. You will need to go to [www.drregional.org](http://www.drregional.org) and click on the Central Office Tab. From there, click "Technology" and then "Links" to bring you to this page (please note - Safari is not supported by this program, so you will need to use Google Chrome or Mozilla Firefox):



2. Click the Register Button in the upper right hand corner, and fill out all requested information. Please note - anything with a red arrow is required to move to the next step. ***Please be sure to use your work email address - personal addresses with extensions other than @drregional.org will not filter through our firewall properly.***

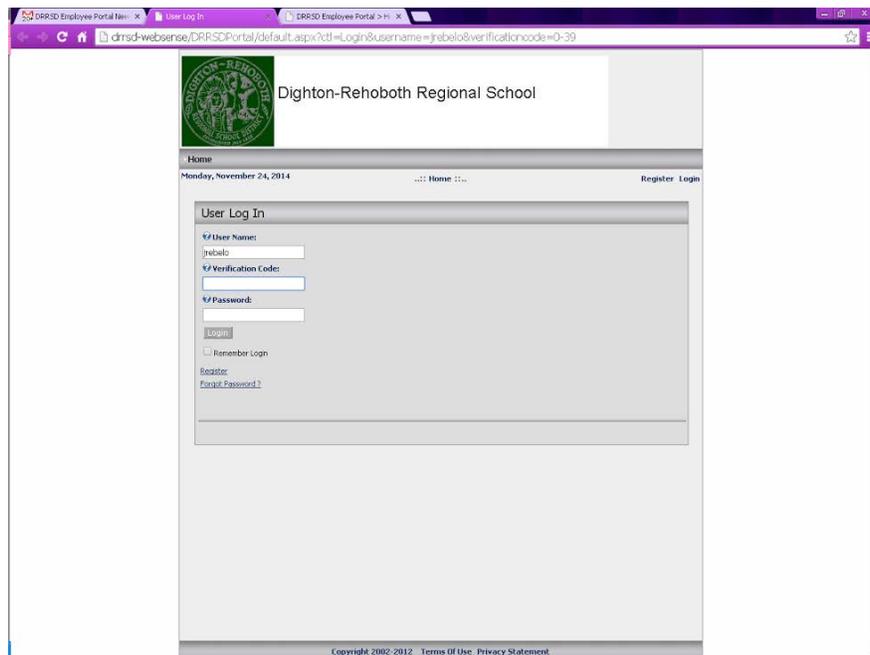
The screenshot shows a web browser window displaying the registration page for Dighton-Rehoboth Regional School. The page title is "Dighton-Rehoboth Regional School" and the date is "Monday, November 24, 2014". The main content area is titled "Preferred User Information" and contains a form with the following fields: "User Name", "First Name", "Last Name", "Display Name", "Email Address", "Password", and "Confirm Password". Each field has a red arrow icon to its right, indicating that these fields are required. Below the form is a "Register" button. The footer of the page includes "Copyright 2002-2012 Terms Of Use Privacy Statement".

When you have finished entering the information, click the "register" link under "confirm password".

When you see this screen, you will be prompted to check your email for another link to complete your registration information:

The screenshot shows the same web browser window as the previous one, but the registration form has been replaced by a confirmation message. The message reads: "An e-mail with your verification code has been sent to your e-mail address: jrebo@drrregional.org. Please access your in-box and get the verification code, which is required to log-in first time." The message is accompanied by a green "OK" icon. The rest of the page layout, including the school logo and footer, remains the same.

Once you have received your email, click the link included in the message to bring you to the following page (the verification code field will auto-fill for you):

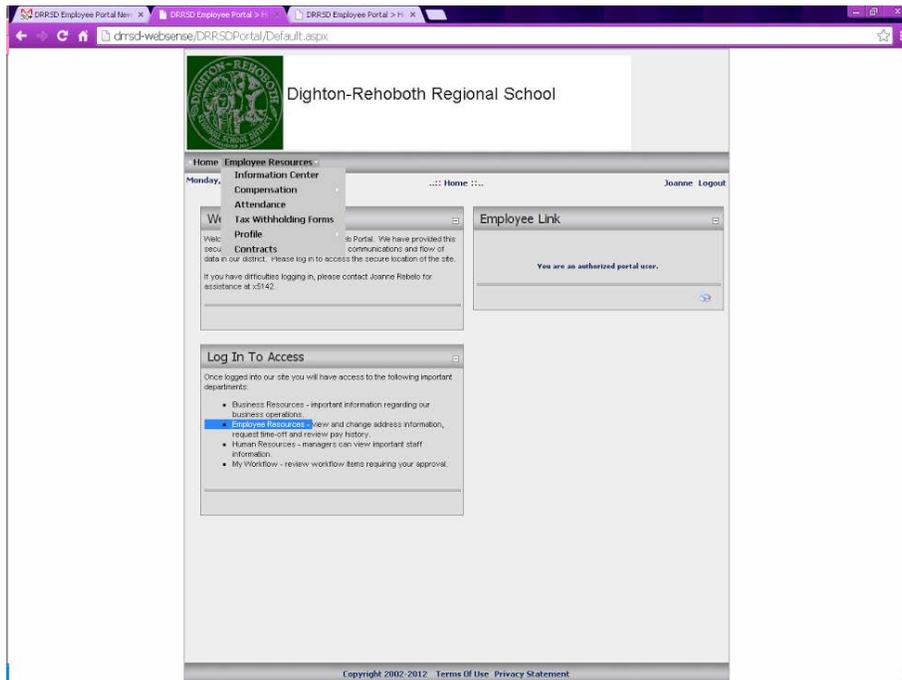


You will then be prompted to enter the following three pieces of information to identify yourself:

1. Last 4 digits of your social security number
2. Zip Code of mailing address
3. Birthday - make sure to use the format indicated on the screen.

After you enter the information, you will have access to all of your important pay information, contact information, and time off remaining!

To view all of the above information, click on the Employee Resource Tab:



- Information Center will bring you to a page that we will be expanding over time. We are hoping to have different documents available to you shortly - course reimbursement request forms, workshop reimbursement request forms, travel reimbursement forms, etc.

- Compensation will show you your current pay information. Using the arrow in the drop box will show you your pay for the corresponding date that you'd like to view. Here you can view your information one pay period at a time, or view a summary statement of an entire year. There is also a link at the bottom of the page that will bring you to a web site to calculate your paycheck if you are trying to decide to change your tax withholdings and wondering what your net pay would look like.

- Attendance will show you the amount of time that you have available to use for the remainder of the school year. This feature allows ALL employees to request time off and have it approved by their supervisor. The employee will have access to a calendar with his/her time off - both scheduled and taken, and can modify and/or cancel any prior requests.

- Tax Withholding Forms - gives links to forms that you can fill out to bring to Central Office to make any withholding changes.

- Profile - here you can change your mailing address, telephone number, and emergency contacts and submit for review. The changes will be sent to the payroll office, where they will be reviewed and posted into our records.

- Contracts - COMING SOON!

If you have any questions regarding the enrollment and use of the portal, please feel free to contact Joanne Rebelo at x5142 or [jrebelo@drregional.org](mailto:jrebelo@drregional.org). As more and more features become available, we will send out district wide email notifications.