

Dighton-Rehoboth Substitute Employee Portal Registration

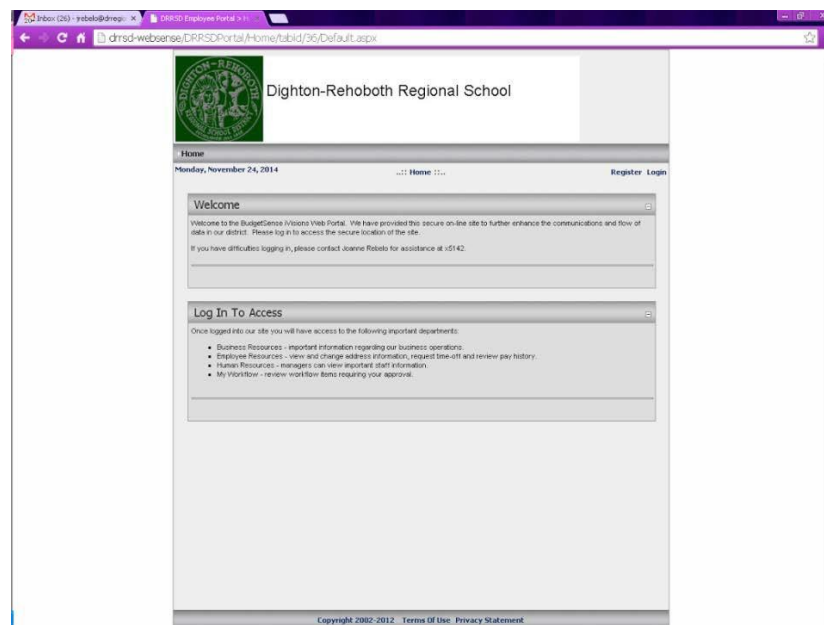
- Do you have direct deposit and need a copy of your current pay information?
- Have you ever tried to refinance your mortgage (or get a new one!) and needed pay information for the past three months and just couldn't make it up to central office to get the information?
- Have you ever thought about 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, including your deductions and what you are claiming on your taxes. From here you can 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 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.

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 the following fields:

- * User Name: [text input] (with a red arrow icon)
- * First Name: [text input] (with a red arrow icon)
- * Last Name: [text input] (with a red arrow icon)
- * Display Name: [text input] (with a red arrow icon)
- * Email Address: [text input] (with a red arrow icon)
- Enter a password:
- * Password: [text input] (with a red arrow icon)
- * Confirm Password: [text input] (with a red arrow icon)

At the bottom of the form is a "Register" button. The footer of the page reads "Copyright 2002-2012 Terms Of Use Privacy Statement".

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

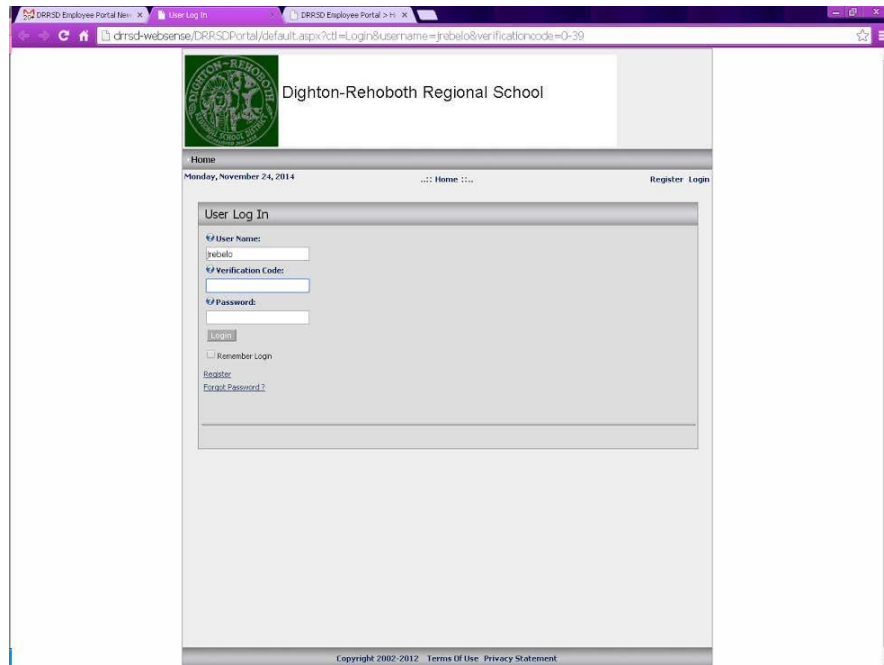
When you see this screen, you will be prompted to check your email for another link to complete your registration information:

The screenshot shows the same web browser window as the previous one, but the registration form is now a confirmation message. The message reads:

OK An e-mail with your verification code has been sent to your e-mail address: jrebels@drregional.org. Please access your in-box and get the verification code, which is required to log in first time.

The "Register" button is no longer visible, and the footer remains "Copyright 2002-2012 Terms Of Use Privacy Statement".

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):



The screenshot shows a web browser window displaying the Dighton-Rehoboth Regional School Employee Portal. The browser's address bar shows the URL: `drsd-webense/DRRSDPortal/default.aspx?ctl=Login&username=jrebelo&verificationcode=0-39`. The page header includes the school's logo and name, "Dighton-Rehoboth Regional School". Below the header, there is a navigation bar with "Home" and "Monday, November 24, 2014". The main content area features a "User Log In" section with the following fields and options:

- User Name:** A text input field containing the text "jrebelo".
- Verification Code:** A text input field that is auto-filled with the value "0-39".
- Password:** A text input field.
- Login:** A button.
- Remember Login
- [Register](#)
- [Forgot Password?](#)

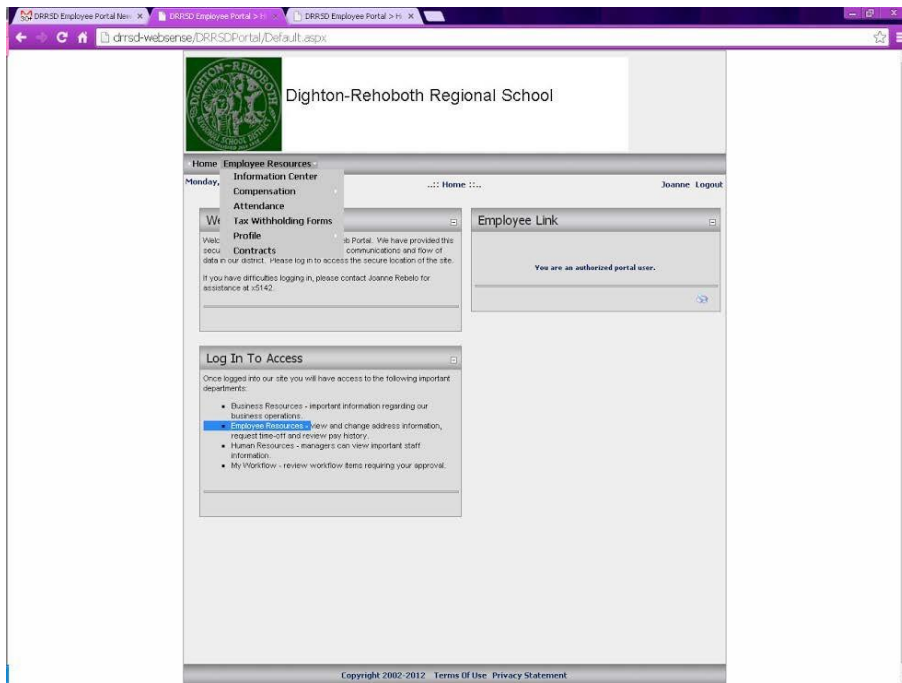
At the bottom of the page, there is a footer with the text: "Copyright 2002-2012 Terms Of Use Privacy Statement".

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.

- 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.

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. As more and more features become available, we will send out district wide email notifications.