



## ALVIN INDEPENDENT SCHOOL DISTRICT NEW HIRE INTERNET/E-MAIL INFORMATION



Welcome to Alvin ISD. Below are instructions on accessing various tools on our Alvin ISD website ([www.alvinisd.net](http://www.alvinisd.net)).

Most new staff will have a network/email account created as first name initial and last name, such as John William Smith – network/email username : jsmith / [jsmith@alvinisd.net](mailto:jsmith@alvinisd.net) If a jsmith already exists, then the network would use the middle initial, John William Smith – network/email username: jwsmith / [jwsmith@alvinisd.net](mailto:jwsmith@alvinisd.net) If a jsmith already exists and no middle initial exists – network/email username: jxsmith / [jxsmith@alvinisd.net](mailto:jxsmith@alvinisd.net)

### **COMPUTER LOGIN**

Username – The first name initial and last name . Ex: ( [jxsmith@alvinisd.net](mailto:jxsmith@alvinisd.net) = jxsmith)

Password – lowercase first and last initial plus your 4 digit birth year and two zeros (ex: js197500)

### **NETWORK EMAIL**

Network/email passwords – first name initial, last name initial, 4 digit birth year, 00 (zero zero) – John William Smith, birthyear: 1970 – network/email password: js197000

### **AESOP LOGIN** – To report absences

[www.alvinisd.net](http://www.alvinisd.net)

Staff tab

AESOP Online

Or [www.AESOPOnline.com](http://www.AESOPOnline.com)

Or 1-800-942-3767

Your ID is 000 plus your five digit employee ID number (e.g. 00012345)

Your PIN is the last 4 digits of your social security number.

### **EDUPHORIA** –To add Technology help tickets, To enroll in AISD workshops, To add lesson plans, To view student testing data

[www.alvinisd.net](http://www.alvinisd.net)

Staff tab

Eduphoria

Email Address (ex:jxsmith@alvinisd.net)

Password – First time users your password will be blank. Click on forgot password, an email will be sent with a link to reset your password.

### **EMAIL LOGIN FROM HOME**

[www.alvinisd.net](http://www.alvinisd.net)

Staff tab

Outlook WebApp

Username – The portion of the email address listed above prior to the @ symbol. Ex: ( [jxsmith@alvinisd.net](mailto:jxsmith@alvinisd.net) = jxsmith)

Password – lowercase first and last initial plus your 4 digit birth year (ex: js1970)

If your username or password does not work, please contact Theresa Kelly at 281-245-2654 (Technology Dept.)

### **EMPLOYEE ACCESS CENTER** – To view payroll and benefit information

[www.alvinisd.net](http://www.alvinisd.net)

Staff tab

Employee Access Center

User Id – your employee ID number (5 digit number).

Password - First time, use your complete social security number without dashes (ex: 123456789)

(After logging in for the first time, click on "Update Account" and change your password.)