



## ALVIN INDEPENDENT SCHOOL DISTRICT 2020-2021 SUBSTITUTE NEW HIRE LOGIN INFORMATION

Welcome to Alvin ISD. Below are instructions on accessing various tools for Alvin ISD.

The majority of new staff members will have a network/email account created using the initial from your first name and entire last name (ex: network/email user name for John William Smith would be [jsmith/jsmith@alvinisd.net](mailto:jsmith/jsmith@alvinisd.net)). If the user name jsmith already exists, then the network would utilize the middle initial (ex: network/email user name for John William Smith would be [jwsmith/jwsmith@alvinisd.net](mailto:jwsmith/jwsmith@alvinisd.net)).

### **NETWORK COMPUTER LOGIN**

Username – The first name initial and last name (ex: *jsmith*)

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

### **NETWORK EMAIL Google/Gmail**

[www.google.com](http://www.google.com) \*\*Use in district and out of district

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

Staff tab

AISD Gmail

Username – The first name initial and last name (ex: *jsmith@alvinisd.net*)

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

\*use the same password as your network/computer password

**EDUPHORIA** –To enroll in AISD workshops, use curriculum management, enter lesson plans, view student testing data:

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

Staff tab

Eduphoria

Username – Use your network/computer login (ex: *jsmith*)

Password – Use your network/computer password

**TECH SUPPORT HELPDESK** - To add Technology Help Tickets

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

Staff tab

Tech Support Helpdesk

Username – Use your network/computer log in (ex: *jsmith*)

Password – Use your network/computer password

If you are unable to add a help desk ticket, you may call Technology Support Help at “Help” (ext. 4357) or outside the district call 346-347-HELP

**EMPLOYEE SELF SERVICE** – To view check stubs and benefit information: *(You will not be able to log on until after you receive*

*your first paycheck from Alvin ISD)*

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

Staff tab

Employee Self Service

User ID – Your employee ID number (*5 digit number*)

Password - For your initial log in, you will use the last four of your social security number

After logging in for the first time, the system will prompt you to change your password

Click on Employee Self Service (upper right corner)

To view your Payroll Advice, click on the camera icon

**FRONTLINE ABSENCE MANAGEMENT/AESOP LOGIN**– To find assignments:

[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 Absence Management/AESOP ID and PASSWORD is whatever YOU personally set up when responding to your invitation email (this email will be sent to your personal email address)

Your PIN is 4 digits assigned by the Frontline System (Your PIN is only used when accessing AESOP by phone)