

# Some Employee Online Tips

## Update your personal information by yourself

It is your responsibility to update some of your personal information in Employee Online by yourself. The information you can update includes your address, email address, phone number, emergency information, and family information.

1. Login to Employee Online ([www.kusd.edu/eo](http://www.kusd.edu/eo)). *You can access this site from any computer that have Internet access.*
2. Under **Personal Information**, click **Home Address**.
3. Click on **EDIT** in the lower right-hand corner to make changes. *(If you can't see the Edit button, you need to scroll to the bottom of the screen. For a Mac user, please use Firefox browser.)*

Employee Online

Kenosha Unified-7.9

Employee Online | Timecard Online | Leave Tracking

Help | Logoff

7.9.6.621  
Service  
Pack 6

ED Home

- Message Page
- Employee Directory

**Personal Information**

- Home Address
- Emergency Info
- Family Info

Pay Information

- Direct Deposit
- Deferred Comp
- Check Stub
- Tax Info
- What If
- W2 Info

Job Information

- Current Job
- Historical Jobs

Benefits

- Other Benefits

**Employee Personal Information** CHUCHANEE K WYLLIE

**Name**

Employee Name:

Employee ID:

**Address**

Address Line 1:

Address Line 2:

City:  State:

Zip:  -

Email:

Privacy Level:

**Phones**

Phone Number:  (262)  -

Phone Number:  (262)  -

Phone Number:  -

Phone Number:  -

Phone Number:  -

Phone Number:  -

**Misc**

Date of Birth:  -  -

Hire Date:  -  -

**Edit**

4. Update your personal information including your email address. *The email address information is important because in case you forget your Employee Online password, you can click "Forgot Login?" link to have a temporary password emailed to your mailbox.*

5. Click **Save** when you are finished.

Kenosha Unified-7.9  
Employee Online | Timecard Online | Leave Tracking

EO Home  
• Message Page  
• Employee Directory

Personal Information  
• Home Address  
• Emergency Info  
• Family Info

Pay Information  
• Direct Deposit  
• Deferred Comp  
• Check Stub  
• Tax Info  
• What If  
• W2 Info

Job Information  
• Current Job  
• Historical Jobs

Benefits  
• Other Benefits

**Employee Information Update** CHUCHANEE K WYLLIE Help

**Name**  
Employee Name: CHUCHANEE K WYLLIE  
Employee ID: 11111111

**Address**  
Address Line 1: 11111111  
Address Line 2: 11111111  
City: KENOSHA State: WISCONSIN  
Zip: 53140 - 1111  
Email: TWYLLIE@KUSD.EDU  
Privacy Level: PUBLIC

**Phones**  
Phone Number: CELLULAR (262) 111 1111  
Phone Number: OFFICE PHONE (262) 111 1111  
Phone Number: 111 111 1111  
Phone Number: 111 111 1111  
Phone Number: 111 111 1111  
Phone Number: 111 111 1111


Date of Birth: 11/11/11  
Hire Date: 11/11/11

Back Save

**Use the same method above to update your Emergency Info and Family Info.**

### Change your Employee Online password

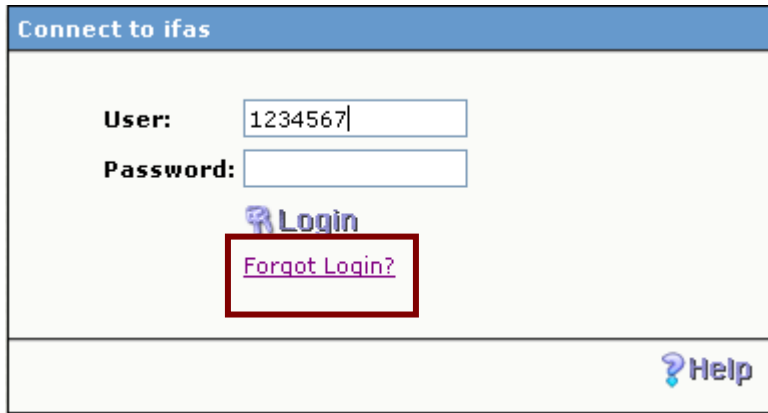
For security reason, if you are not prompted to change your Employee Online password from your Social Security number to something else, you should change it by yourself.

You can change your EO password at any time by clicking the **Option** button  on the upper-right corner of the main menu screen. Then select **Change Password**.

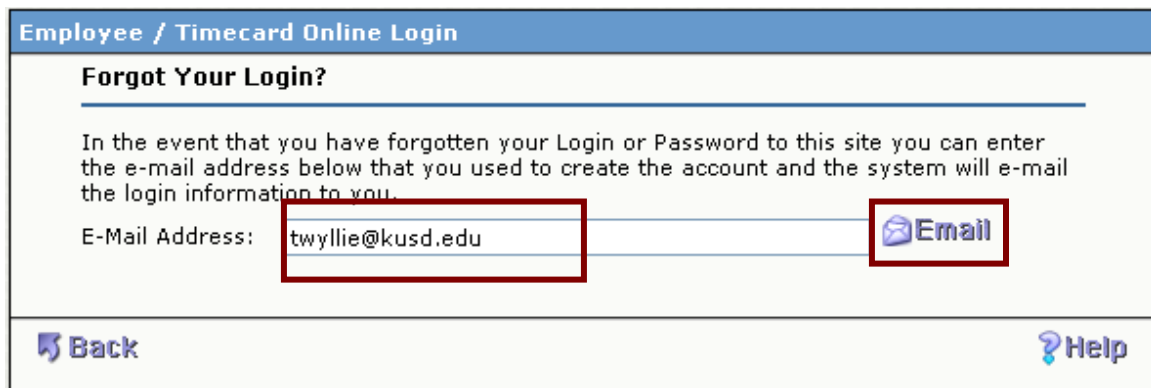


## What to do if you can't remember your EO password

1. Click on the link **Forgot Login?**



2. Enter your FULL email address.
3. Then click the **Email** link.



Shortly after that you will receive a message with a new temporary password from [bitech@kUSD.edu](mailto:bitech@kUSD.edu). Use this temporary password to login to Employee Online. Then change the password to something else right away.

## What to do if you can't remember your EO password and you can't get the new password using "Forgot Login?" link

Contact the Help Desk at 359-7700 or email [helpdesk@kUSD.edu](mailto:helpdesk@kUSD.edu)

Please provide us with your employee ID# and your first and last name. We may also ask you for other information to verify who you are.