

Employee Online Logon instructions for Non-Active and Retired Employees

1. From the District home page (<http://www.medford.k12.or.us/>) select Staff, then Employee Online
2. Enter your employee Id, and password
 - a. If you look at an old check stub (December 2012 and prior), you will see a 4 digit employee Id, followed by a dash and a 2 digit number. The new employee Id number is E0 + those first 4 digits. On new check stubs (January 2013 and forward), you will see the 6 character employee Id near the top of the check.
 - b. Your Initial password is your Social Security Number
3. To change your password, click Settings in the upper right, and select Change Password.
4. Enter your old password, then your new password twice. Click OK to save the change.
5. If for some reason you need the Help Desk to change your password, you will be prompted to change it the first time that you log into Employee Online after the change. The Help Desk cannot see what your password is, they can only change it.



Login Connect to

Welcome to Employee Online!

User: ←

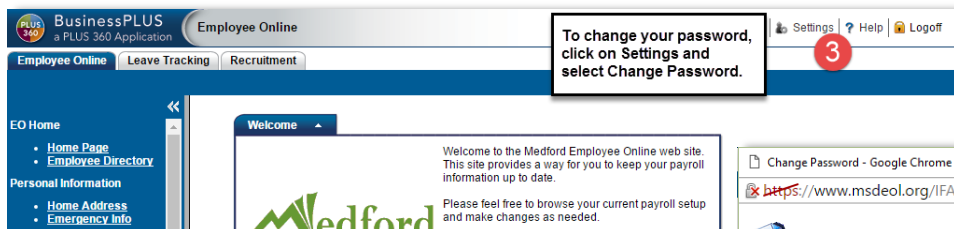
Password: ←

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USER:
The User ID will be your old 4 digit Employee Number with a prefix of E0. Any new Employee Numbers will start with E1.

PASSWORD:
Your initial password will be your 9 digit Social Security Number. Do not include any dashes or spaces. You should see 9 black dots.

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Change Password - Google Chrome

<https://www.msdeol.org/IFAS7/home/changepassword.aspx>

Change Password

User ID:

Old Password:

New Password:

Confirm New Password:

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