

EmployeeWeb – resolving login problems

EmployeeWeb login problems in Chrome are usually traced to Chrome cached data, Auto Sign-In, stored passwords, or being logged in to a Google account before going to EmployeeWeb.

These steps give a fresh start.

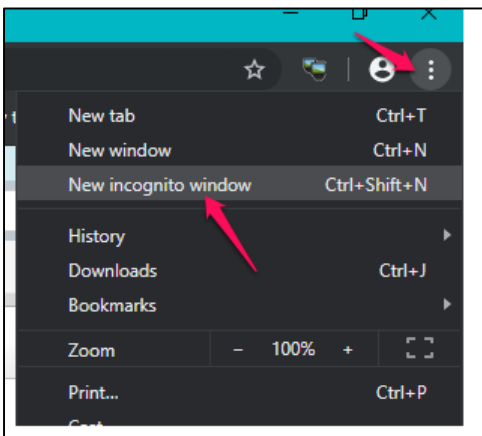
NOTE:

The EmployeeWeb user must have their school email address recorded in Payroll > Employee Basics > **Work Email**
If the EmployeeWeb account is Disabled, contact your Human Resources department for help.

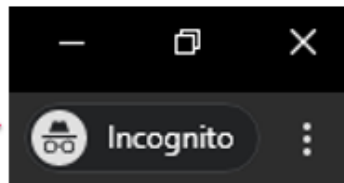
Close all browsers

Start Google Chrome.

Settings > New incognito window.

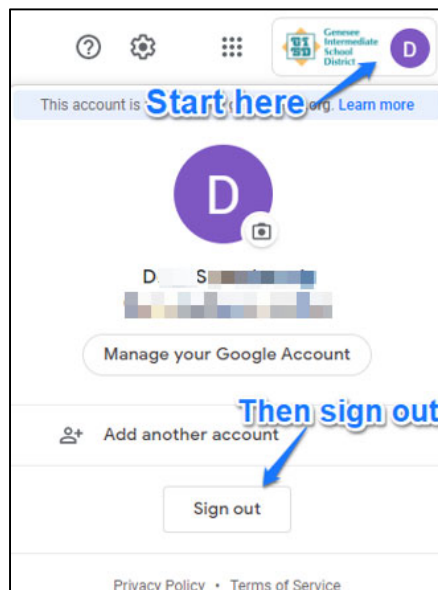


This icon indicates Incognito Mode

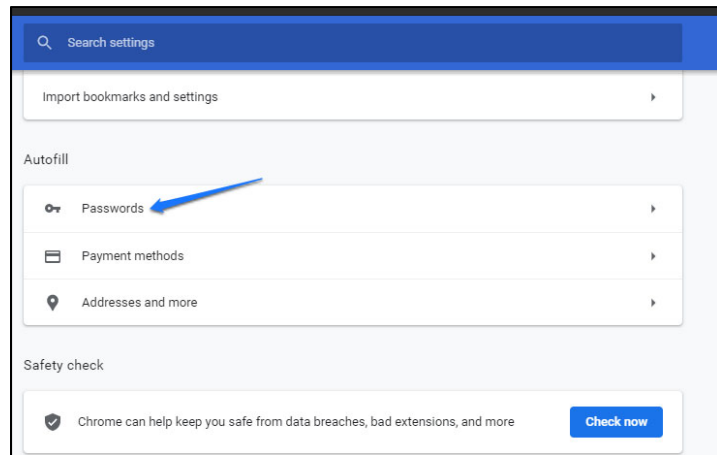
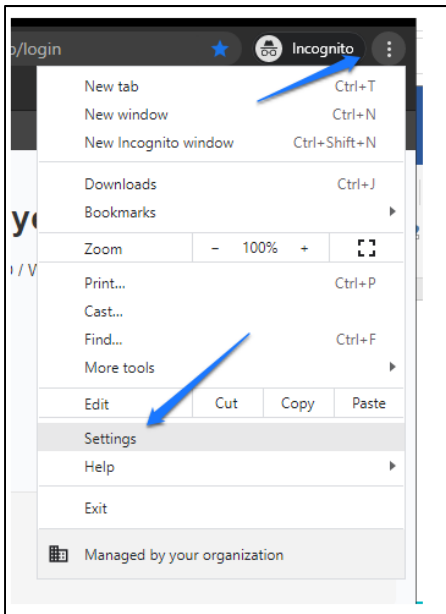


Do not sign into a Google Account.

Sign out of the Google Account if already signed in.



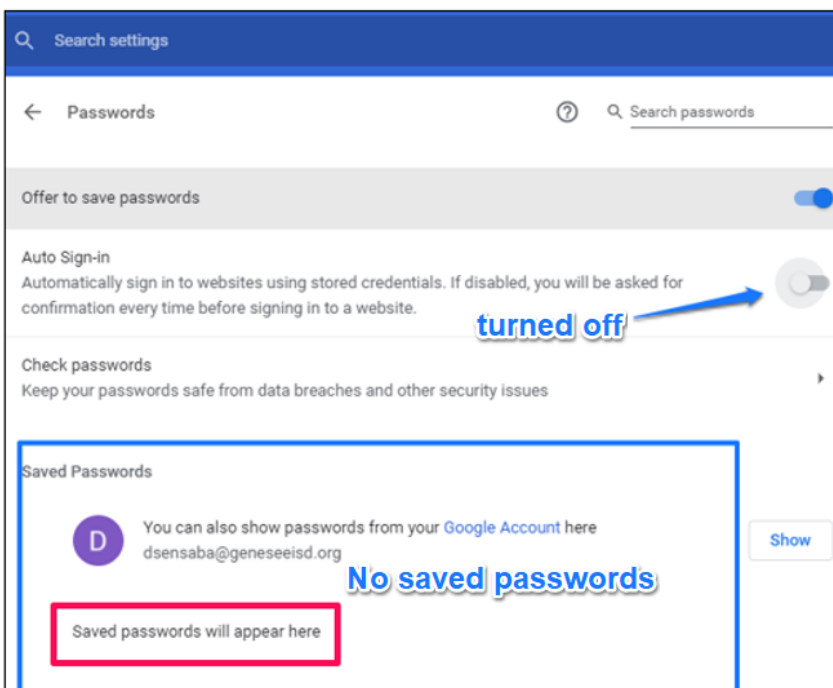
Settings > Passwords



Disable Auto Sign-In

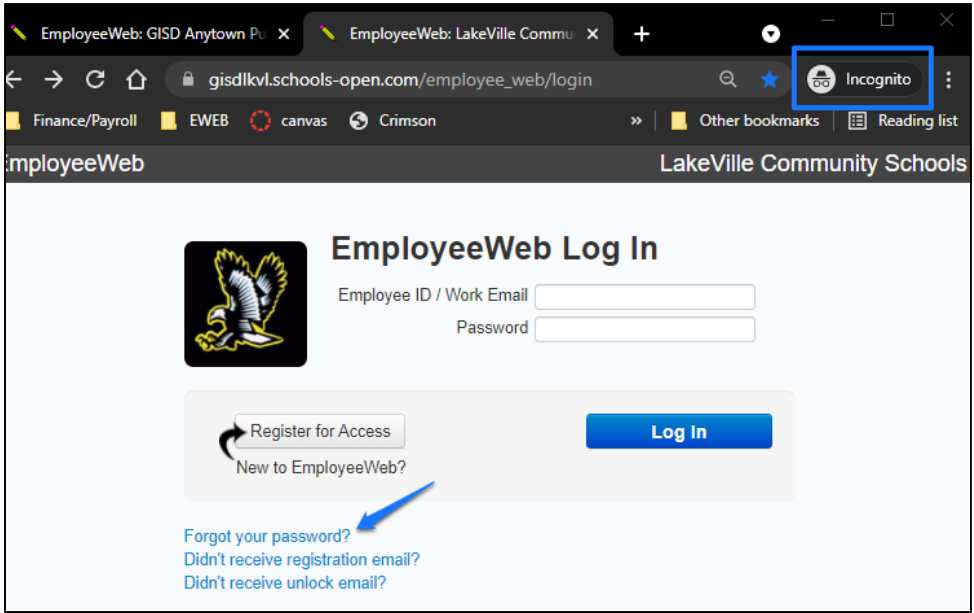
Saved Passwords – Delete anything saved for gisdxxxx.schools-open.com and EmployeeWeb, etc.

This example has NO Saved Passwords



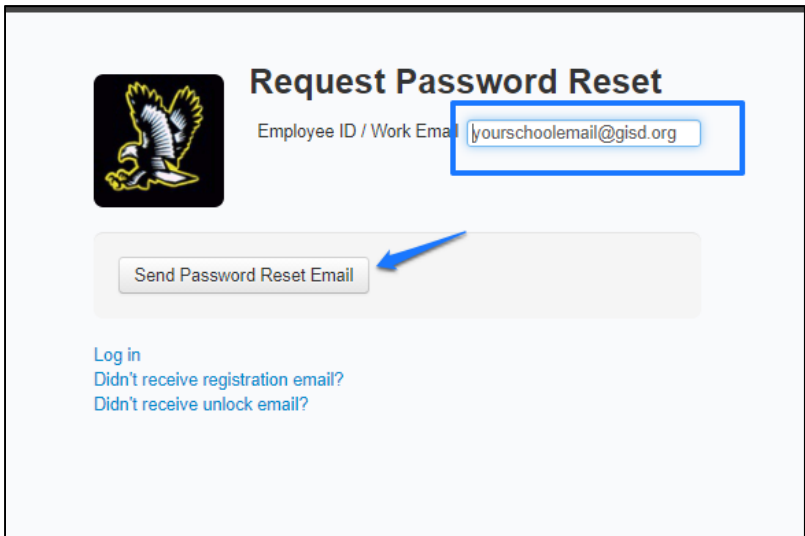
Using the Incognito Window, go to the EmployeeWeb login page

Forgot your Password



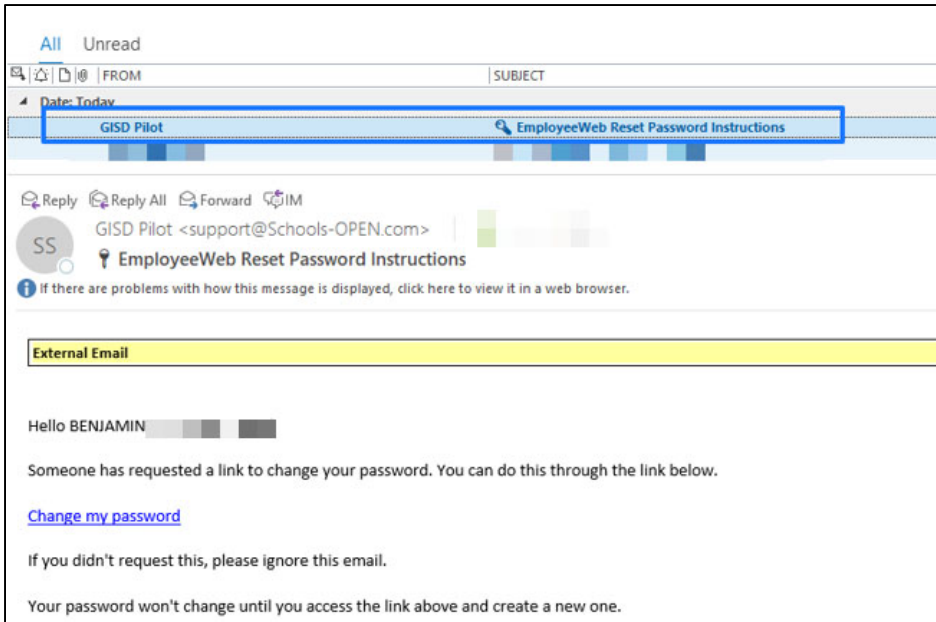
Enter your school Email address

Send Password Reset Email

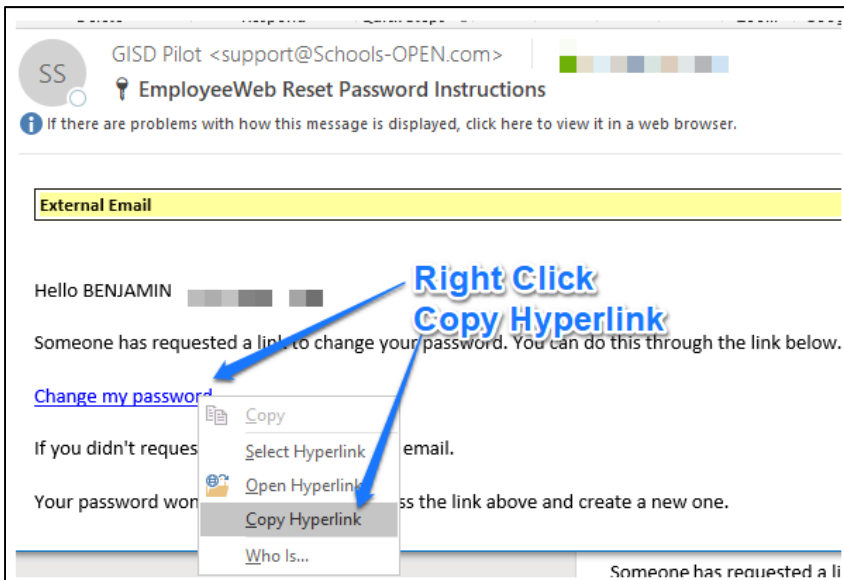


Close all browsers

Open the email 'EmployeeWeb Reset Password Instructions'

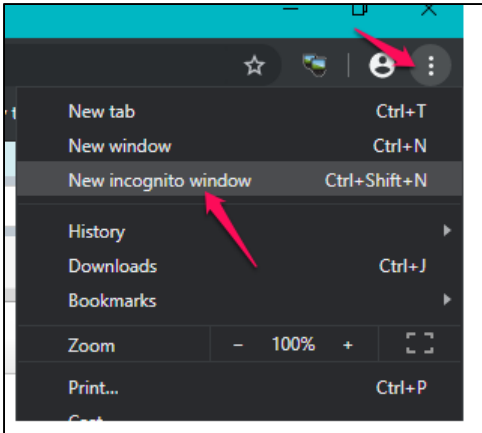


Right click to Copy Hyperlink



Start Google Chrome.

New incognito window.

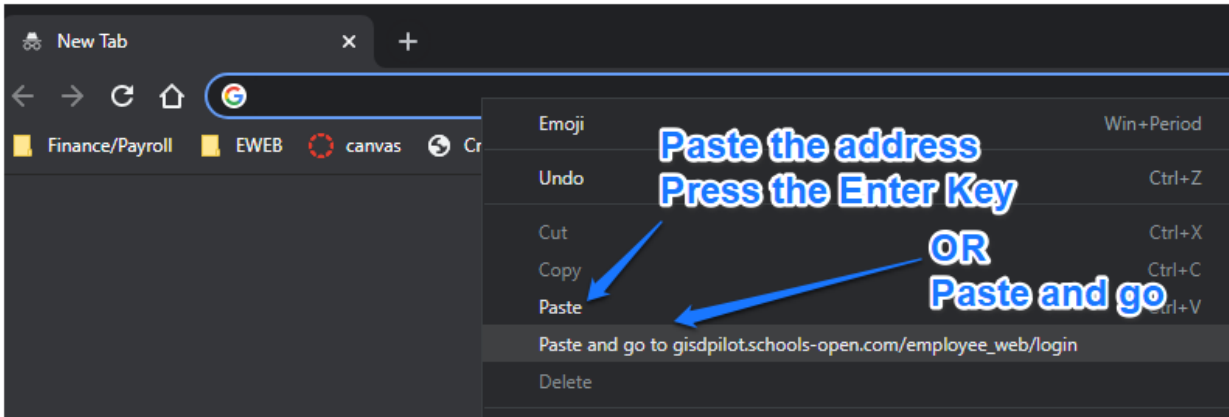


In the Incognito window address bar...

Paste the address, then press the Enter key

OR

Paste and go

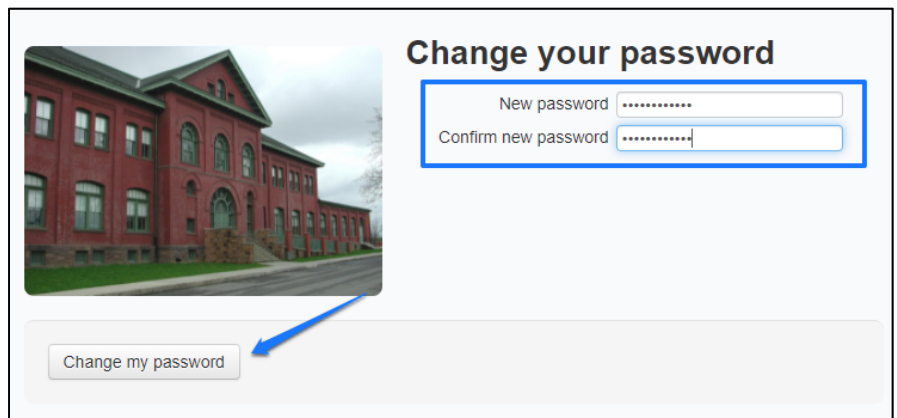


The EmployeeWeb 'Change Your Password' page will open

Key in the New password

Key it again to Confirm new password

Click Change my password



The EmployeeWeb Log In page will open

Enter your school Email address

Enter the new password

Click Log in

