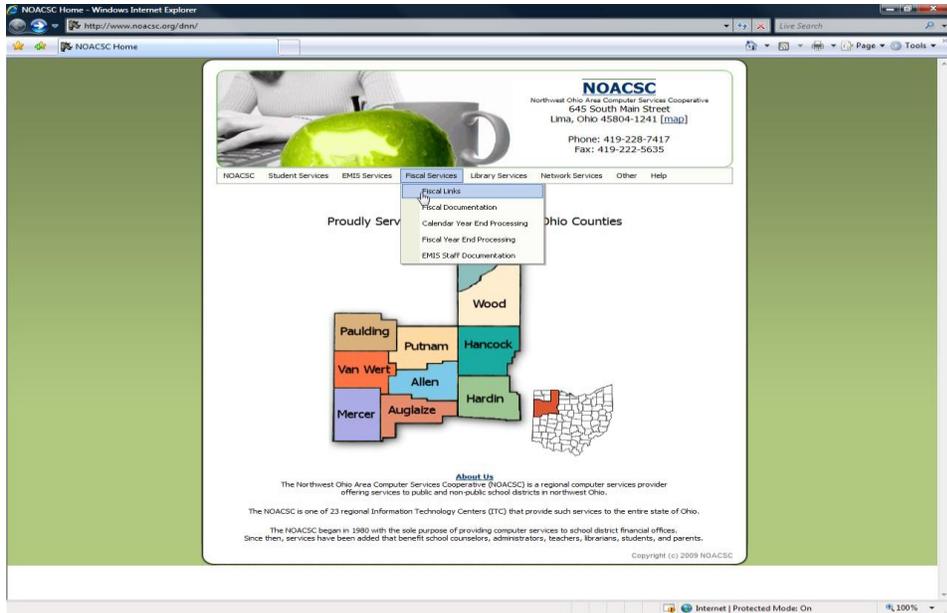
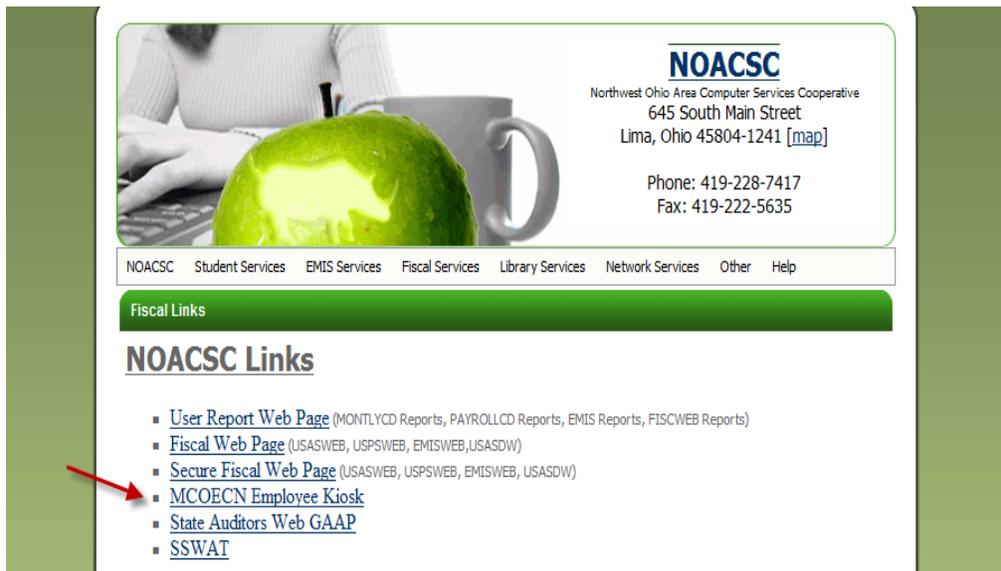


How to access and use the Employee Kiosk

To utilize the Employee Kiosk to access your employee profile, position details, performance reviews, attendance, leave balances, paycheck information, online leave requests and Individualized Professional Development Plans (IPDP), you must first create a user account by going to NOACSC's website at www.noacsc.org. Click on Fiscal Services, then Fiscal Links,

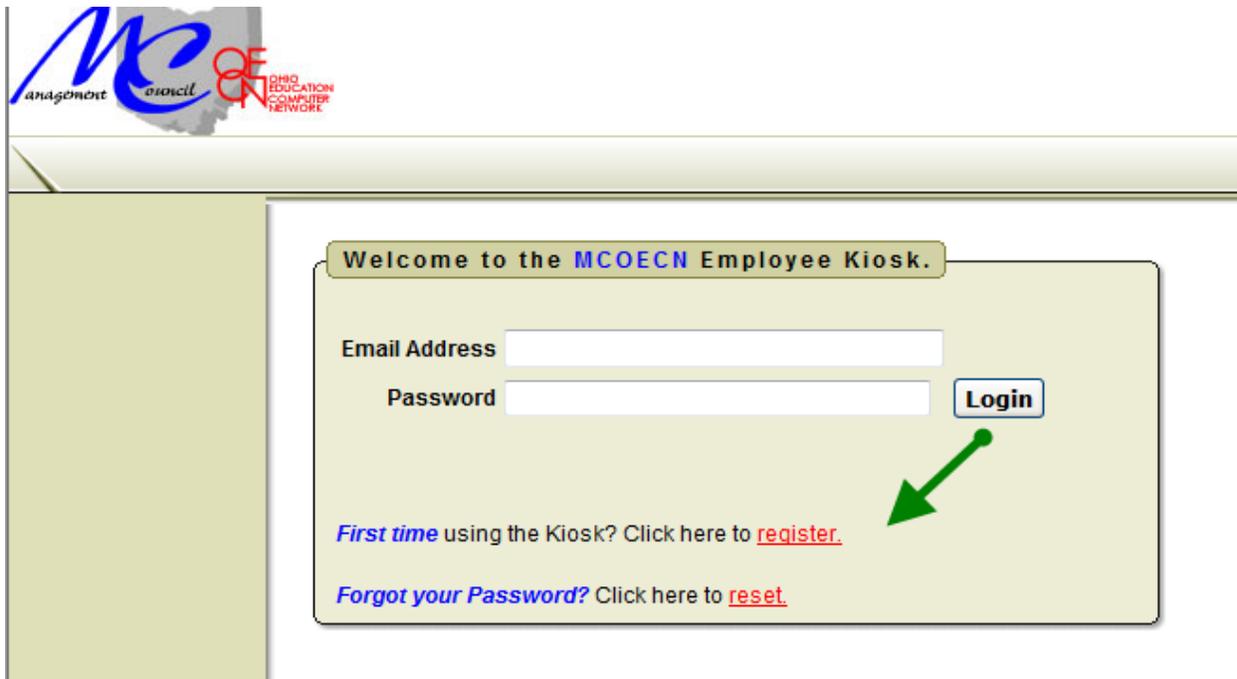


Then Click on MCOECN Employee Kiosk:



HOW TO CREATE A USER ACCOUNT:

1. Click on the red “register” link following “First time using the Kiosk? Click here to register”.



Management Council

OHIO EDUCATION COMPUTER NETWORK

Welcome to the MCOECN Employee Kiosk.

Email Address

Password

First time using the Kiosk? Click here to [register](#).

Forgot your Password? Click here to [reset](#).

2. Enter either your Employee ID number OR your Social Security Number in the designated box.
3. Click on the drop-down arrow and select your **school district's** county.
4. Click on the drop-down arrow and select your district.
5. Enter your email address that your district has defined in the payroll system (BIOSCN). Typically this will be your school email address.
6. Click on the Submit button.



To register for the Employee Kiosk, please supply the following:

- 1) Your Employee Id or SSN,
- 2) The county in which your district resides,
- 3) Your district's name,
- 4) Your email address provided to you by your district.

Employee Id

OR

SSN (no dashes)

County -- Select County -- ▾

District -- Select District -- ▾

Email

7. After you click on the Submit button, a message will be displayed notifying you that the account request has been created and that a temporary password will be emailed to you shortly.
8. After you receive the email stating that your account has been created and giving you a temporary password you can log into the Kiosk. Access the Kiosk at NOACSC's website (see instructions on page 1). Enter your username and copy and paste your password into the login screen. The password is case sensitive so it is best to copy and paste the password into the password field, however, the username is not case sensitive. You will be immediately asked to create a new password. The new password must be at least 8 (eight) characters in length. It will be your choice of alpha and/or numeric characters. You can bookmark this login page for quicker access.

HOW TO REQUEST EMPLOYEE PROFILE CHANGES:

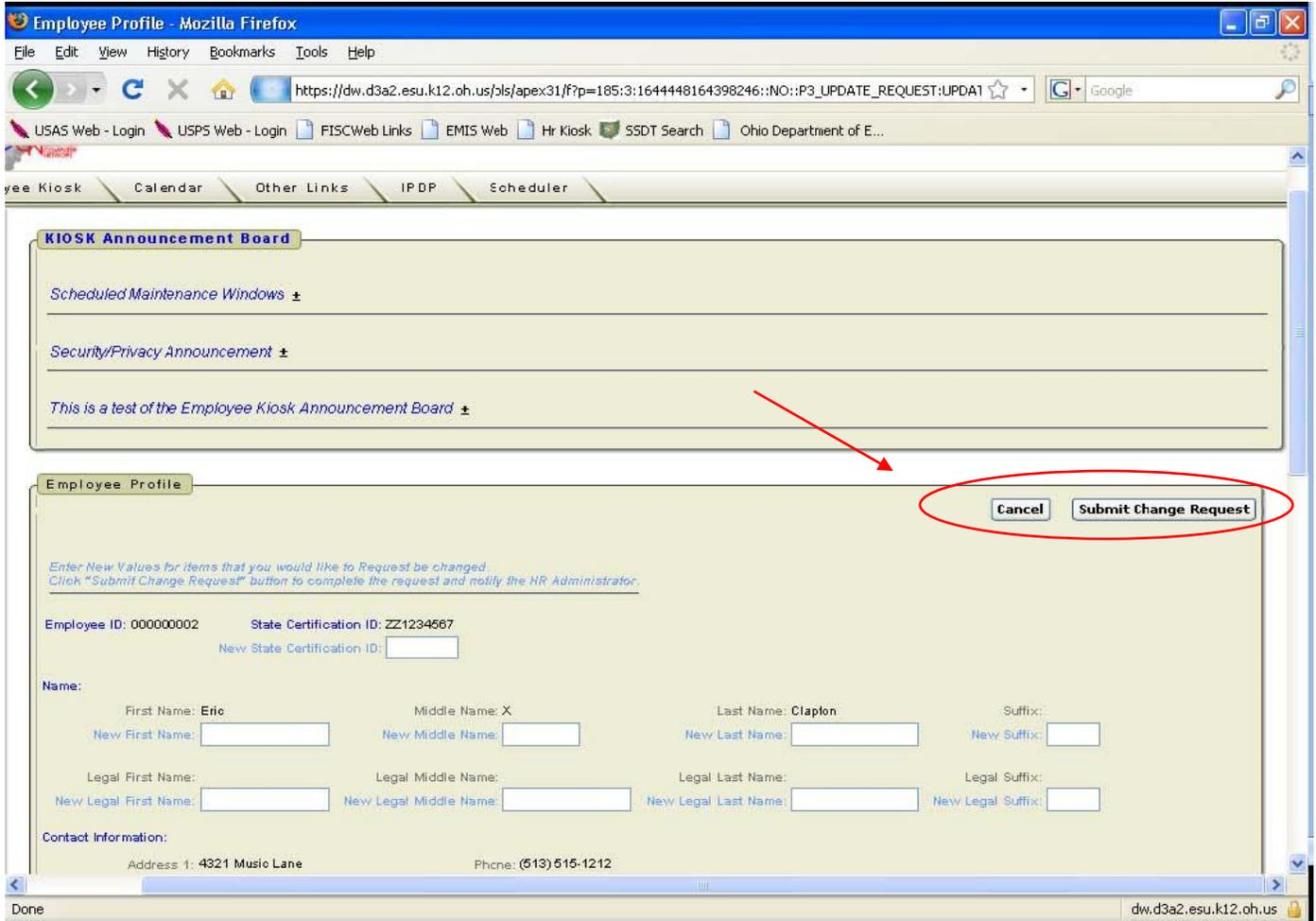
1. When logging in to the Kiosk, the “Employee Profile” screen will be automatically displayed. This screen will show the biographical data that is on file with your district’s payroll office. If any of the information displayed is incorrect you can click on the “Request Profile Data Changes(s)” button to submit an electronic request to the necessary administrative staff.

The screenshot shows a web browser window titled "Employee Profile - Mozilla Firefox". The address bar displays the URL: <https://dw.d3a2.esu.k12.oh.us/pls/apex31/f?p=185:3:1644448164398246>. The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page content is organized into several sections:

- Navigation Menu (Left):** Profile, Position Details, Performance Reviews, Payslip, Leave Balances, Leave Request, Change Password, and District Web Site.
- Employee Kiosk Header:** Includes links for Employee Kiosk, Calendar, Other Links, IPDP, and Scheduler.
- KIOSK Announcement Board:** Contains three announcements: "Scheduled Maintenance Windows", "Security/Privacy Announcement", and "This is a test of the Employee Kiosk Announcement Board".
- Employee Profile Section:** Displays biographical data for Eric X Clapton. It includes fields for Employee ID (000000002), State Certification ID (ZZ1234567), Name (First, Middle, Last, Suffix, Legal), and Contact Information (Address 1, Street Address 2, District Phone, District Extension, City, Home town, State, ZIP Code).

A red circle highlights the "Request Profile Data Change(s)" button in the Employee Profile section, with a red arrow pointing to it from the announcement board area.

2. Enter the change(s) in the appropriate box then click the “Submit Change Request” button. To exit without making any changes click the “Cancel” button.



ANNOUNCEMENT BOARD:

1. There may also be an Announcement Board that will display messages from your district administration if your district chooses to use this feature. If your district posts any announcements you will see the “KIOSK Announcement Board”. Click on the + next to the announcement to expand and view the full announcement text. There can be multiple announcements that you can select to view. You can close or collapse the full text announcement by clicking the + a second time.

The screenshot shows a web browser window titled "Employee Profile - Mozilla Firefox". The address bar displays the URL: https://dw.d3a2.esu.k12.oh.us/pls/apex31/f?p=185:3:1644448164398246::NO:3:P3_UPDATE_REQUEST:. The browser's bookmark bar includes "USAS Web - Login", "USPS Web - Login", "FISCWeb Links", "EMIS Web", "Hr Kiosk", "SSDT Search", and "Ohio Department of E...".

The page header features the logo for "management council OF THE OHIO STATE EDUCATION NETWORK" on the left and the user email "ECLAPTON@SWOCA.NET" with a "Logout" link on the right. Below the header is a navigation menu with tabs for "Employee Kiosk", "Calendar", "Other Links", "IPDP", and "Scheduler".

The main content area is divided into two sections. On the left is a vertical sidebar menu with the following items: Profile, Position Details, Performance Reviews, Payslip, Leave Balances, Leave Request, Change Password, and District Web Site. The main content area is titled "KIOSK Announcement Board" and contains several announcements, each with a collapse/expand icon (±):

- Scheduled Maintenance Windows* ±
- Security/Privacy Announcement* ±
- This is a test of the Employee Kiosk Announcement Board* ±

Below these announcements, there are three lines of red text:

- Good afternoon!
- We are testing the announcement board.
- Have a great day!

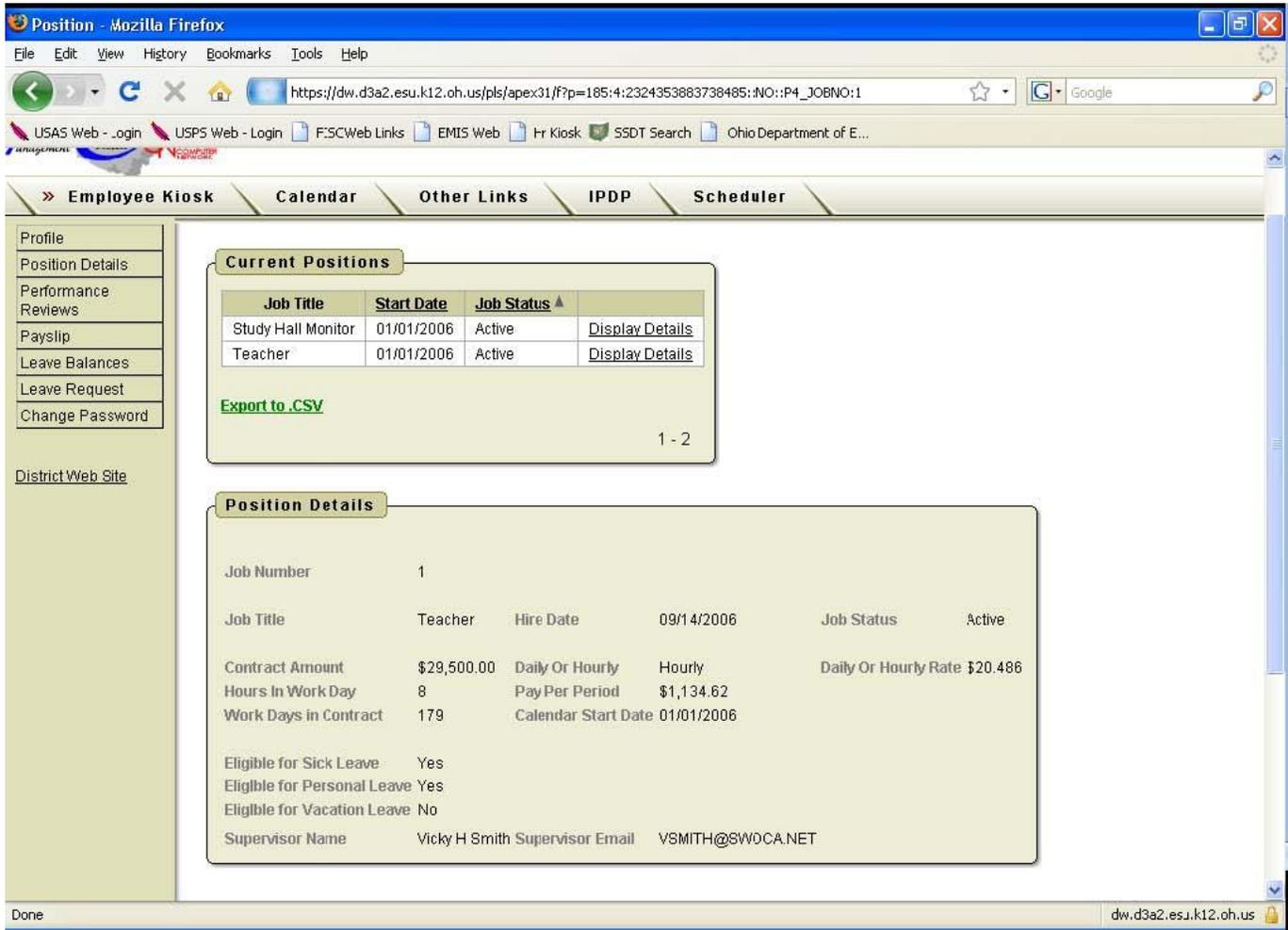
At the bottom of the main content area, there is a section titled "Employee Profile" and a button labeled "Request Profile Data Change(s)".

The status bar at the bottom of the browser window shows "Done" on the left and "dw.d3a2.esu.k12.oh.us" on the right.

POSITION DETAILS:

1. When you click on the “Position Details” button the screen will display your job information that is file with your district’s payroll office. If you have any questions regarding this data, please contact your payroll department.

NOTE: If you have multiple active jobs in your district, you will have a “Current Positions” box that will be displayed. You will need to click on the “Display Details” link to display the detailed data for a specific job.



You can also create a spreadsheet with this data by clicking on the “Export to .CSV” link.

PERFORMANCE REVIEWS:

1. When you click on “Performance Reviews”, if your district chooses to use this feature, you will be able to view details of you performance reviews. Click on “View Details”. Then click on “Download” and view or save the review.

Performance Reviews Processing - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://dw.d3a2.esu.k12.oh.us/pls/apex31/f?p=185:62:2753710681396120::NO::F101_PR_VIEW,P62_PERFOI ☆ Google

USAS Web - Login USPS Web - Login FISCWeb Links EMIS Web Hr Kiosk SSDT Search Ohio Department of E...

ECLAPTON@SWOCA.NET | Logout

Kiosk Calendar Other Links IPDP Scheduler

My Performance Reviews

	Current Evaluation Date	Next Evaluation Date	Documents Attached
View Details	10/31/2007	10/31/2008	1

1 - 1

Performance Review Info

Employee Name	Evaluation Date	Next Evaluation Date
Eric X Clapton	10/31/2007	10/31/2008

Associated Performance Review Files

File Id	Filename	Description	Created By	Created Datetime
download	Performance Review for Eric Clapton.doc	Performance review for E. Clapton	DTESTER@SWOCA.NET	02/18/2009 11:45 AM

1 - 1

Done dw.d3a2.esu.k12.oh.us

PAYSLIP:

1. When you click on the “Payslip” button you will be able to view your paycheck stub summary data. The “Pay Slip Summary” will also display leave days used during the pay period and their balances.

PaySlip - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://dw.d3a2.esu.k12.oh.us/pls/apex31/f?p=185:6:1000304208114653::NO::P6_CHECK_NUM:

USAS Web - Login USPS Web - Login F3SCWeb Links EMIS Web Hr Kiosk S5DT Search Ohio Department of E...

management council OF OHIO EDUCATION COMPASSION NETWORK

ECLAPTON@SWOCA.NET | Logout

>> Employee Kiosk Calendar Other Link

Profile
Position Details
Performance Reviews
Payslip
Leave Balances
Leave Request
Change Password

District Web Site

Done

dw.d3a2.esu.k12.oh.us

Pay Slip Summary

Pymt Date	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Pers Bal
07/01/2007	148920	\$0.00	\$900.26	N	0	0	0	37.25	0	0

Export to .CSV

1 - 1

Number of Rows Displayed 5

Click on the arrow by the Pymt Date to sort the order of multiple checks by ascending or descending the date order.

Click on the check date to view details regarding this check. See the example on the next page.

2. Directly below the pay slip summary is the Notification of Deposit. You can click on the “Print Pay Slip” button to print a copy of this notice.

New Pay Slip **PRINT Pay Slip**

* * * NOTIFICATION OF DEPOSIT * * *

To: Eric X Clapton
 From: SOUTHWEST OHIO COMPUTER ASSOCI

The accounts designated in you Authorization Agreement for Automatic Deposit are credited in the amount of \$900.26

Funds are available in your account(s) as of 07/01/2007

Your salary has been deposited as follows:

Type	Description	Amount
Payroll Check	REMITTANCE ADVICE ONLY	\$900.26

Below is a summary of your pay for the period ending 12/15/2006

PAY			DEDUCTIONS					
Name	Units	Amount	Name	Amount	**YTD Amount	Name	Amount	**YTD Amount
REGULAR WAGES -ACC	0.000	1134.62	FED	77.47	0.00	AnnuitizecSERS	113.46	0.00
			OHIO TAX	26.98	0.00	MEDICARE	16.45	0.00
			*SERS	158.85	0.00	*MEDICARE	16.45	0.00
Gross Amount		0.00						

Done dw.d3a2.esu.k12.oh.us

LEAVE BALANCES:

1. When you click on the “Leave Balances” button the screen will display your leave balances and the details regarding the leave that is on file with your payroll office. If you have any questions regarding this data, please contact your payroll department.

The screenshot shows a web browser window titled "Leave Balances - Mozilla Firefox". The address bar shows the URL: <https://dw.d3a2.esu.k12.oh.us/pls/apex31/f?p=185:5:1064136065584488::NO:RP,5::>. The browser tabs include "USAS Web - Login", "USPS Web - Login", "F.SCWeb Links", "EMIS Web", "Hr Kiosk", "SSDT Search", and "Ohio Department of E...".

The main content area is divided into several sections:

- Left Navigation Menu:** Includes "Position Details", "Performance Reviews", "Payslip", "Leave Balances" (highlighted), "Leave Request", "Change Password", and "District Web Site".
- Leave Balances Table:**

	Monthly Accrual	Unit	Accum Max	Begin Bal	Balance
Personal Leave	N/A	Daily	0.00	3.00	-3.00
Sick Leave	1.25	Daily	200.00	N/A	-1.00
Vacation Leave	0.00	Daily	0.00	N/A	0.00

1 - 3

NOTICE: Displayed Leave Balances may not reflect current activity due to delayed posting.
- Filter Detail Leave Activity:**

Category: All | JobNo: All | TransType: All | Start Date: [] | End Date: [] | Go
- Detail Leave Activity Table:**

Category	Job No.	Trans Type	Length Of Absence	Unit	Activity Date
Calamity	0	Absence	1	Daily	12/12/2008
Calamity	0	Absence	1	Daily	12/11/2008
Calamity	0	Absence	1	Daily	12/10/2008
Calamity	0	Absence	1	Daily	12/09/2008
Calamity	0	Absence	1	Daily	12/08/2008
Sick	0	Absence	1	Daily	12/05/2008
Sick	0	Absence	1	Daily	03/18/2008
Sick	0	Absence	1	Daily	03/13/2008
Sick	0	Absence	1	Daily	03/05/2008
Sick	0	Absence	1	Daily	03/04/2008
Sick	0	Absence	1	Daily	02/08/2008
Sick	0	Absence	1	Daily	02/07/2008
Sick	0	Absence	1	Daily	02/06/2008
Sick	0	Absence	1	Daily	02/05/2008
Sick	0	Absence	1	Daily	02/04/2008
Sick	0	Absence	1	Daily	02/01/2008
Sick	0	Accumulation	-39.25	Daily	01/31/2008
Sick	0	Accumulation	15	Daily	01/31/2008
Sick	0	Absence	1	Daily	02/23/2007
Sick	0	Absence	8	Hourly	02/20/2007

[Export detail activity to CSV](#)

2. By clicking on the “Export detail activity to .csv” link, you can create a spreadsheet with your leave balances.
3. The “Filter Detail Leave Activity” section will allow you to click on the drop-down arrow(s) and filter your leave activity. You can also include a start and end date to further filter the data.

HOW TO CHANGE YOUR PASSWORD IN THE KIOSK:

1. Your password in the Employee Kiosk will never expire. It will remain the same until you choose to change it. To change your password, click on the “Change Password” button.

The screenshot shows a web browser window titled "Employee Profile - Mozilla Firefox". The address bar displays the URL: <https://dw.d3a2.esu.k12.oh.us/pls/apex:31/f?p=185:3:5840403125067111::NO::>. The browser's bookmark bar shows several links, including "USAS Web - Login", "USPS Web - Logir", "FISCWeb Links", "EMIS Web", "Hr Kiosk", "SSDT Search", and "Ohio Department of E...".

The page header includes the logo for "Management District" and "OHIO DEPARTMENT OF EDUCATION" on the left, and the user's email "ECLAPTON@SWOCA.NET" and a "Logout" link on the right. Below the header is a navigation bar with tabs for "Employee Kiosk", "Calendar", "Other Links", "IPDP", and "Scheduler".

The left sidebar contains a menu with the following items: Profile, Position Details, Performance Reviews, Payslip, Leave Balances, Leave Request, Change Password, and District Web Site. A red arrow points to the "Change Password" option.

The main content area is divided into two sections:

- KIOSK Announcement Board:** This section contains three announcements:
 - [Schedule Maintenance Windows](#)
 - [Security/Privacy Announcement](#)
 - [This is a test of the Employee Kiosk Announcement Board](#)
- Employee Profile:** This section displays the user's profile information:
 - Request Profile Data Change(s)** button
 - Employee ID:** 000000002 **State Certification ID:** ZZ1234567
 - Name:**
 - First Name: Eric Middle Name: X Last Name: Clapton Suffix:
 - Legal First Name: Legal Middle Name: Legal Last Name: Legal Suffix:
 - Contact Information:**
 - Address 1: 4321 Music Lane Phone: (513) 515-1212
 - Street Address 2: District Phone: District Extension:

The browser's status bar at the bottom shows "Done" on the left and "dw.d3a2.esu.k12.oh.us" on the right.

2. Enter your old password, new password, and re-enter new password. Remember that the new password must be at least 8 characters in length and IS CASE SENSITIVE. It will be your choice of alpha and/or numeric characters and upper or lower case. Click on the “Change Password” button to accept the password change.



BRENDA@NOACSC.ORG | [goto Login](#)

Old Password

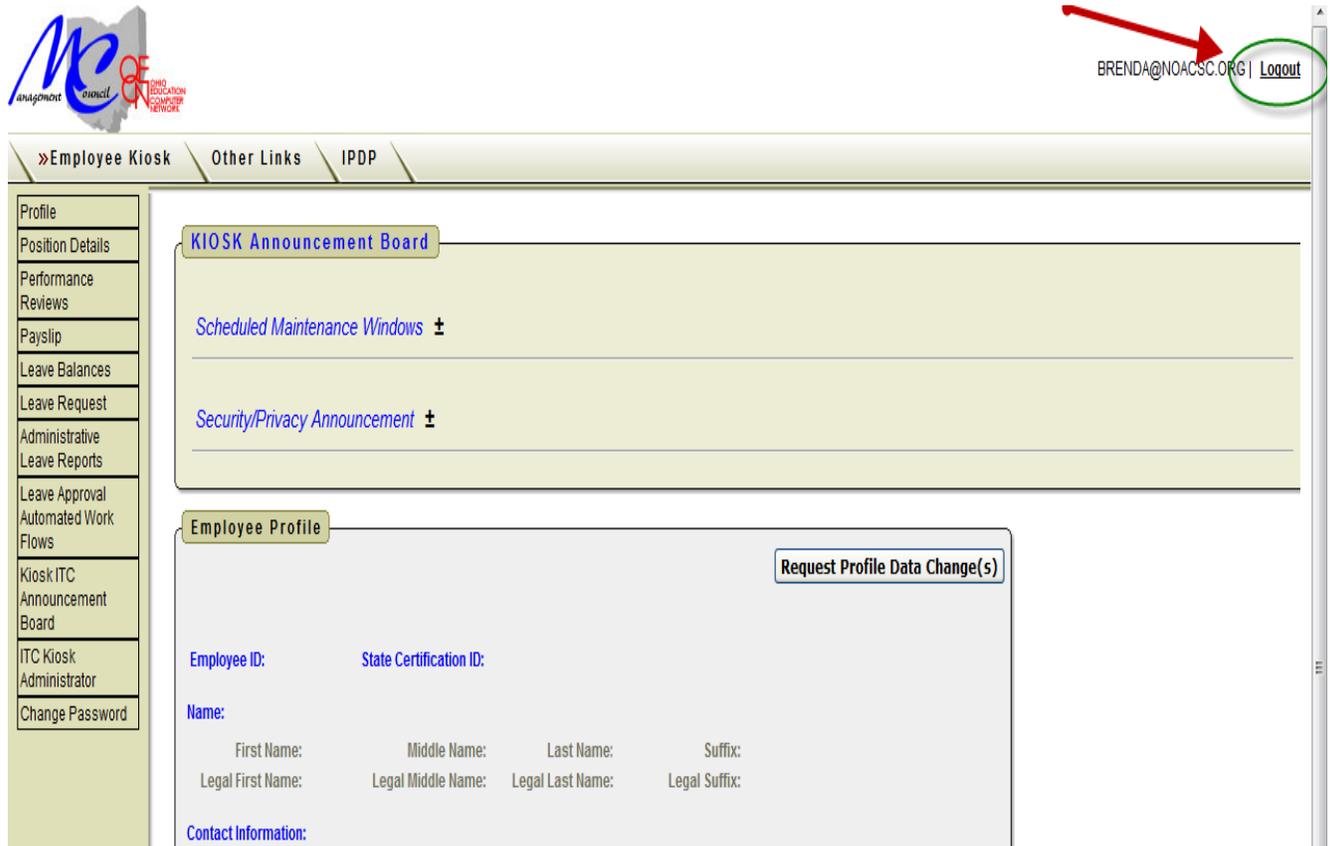
New Password (must be at least 8 characters)

Re-Enter New Password

Please enter old and new passwords.

LOGGING OUT OF THE KIOSK:

1. When you are finished accessing your personal employee data in the Kiosk, please click on the Logout link. Your personal information may be accessible to anyone who would access the computer after you do not logout.



The screenshot displays the Employee Kiosk interface. At the top left is the logo for the Ohio Department of Education, Office of Information Technology, with the text "OHIO DEPARTMENT OF EDUCATION OFFICE OF INFORMATION TECHNOLOGY". At the top right, the user's email address "BRENDA@NOACSC.ORG" is displayed next to a "Logout" link, which is circled in green and pointed to by a red arrow. Below the header, there are navigation tabs for "Employee Kiosk", "Other Links", and "IPDP". A left-hand sidebar contains a list of menu items: Profile, Position Details, Performance Reviews, Payslip, Leave Balances, Leave Request, Administrative Leave Reports, Leave Approval Automated Work Flows, Kiosk ITC Announcement Board, ITC Kiosk Administrator, and Change Password. The main content area is divided into two sections. The top section is titled "KIOSK Announcement Board" and contains two expandable items: "Scheduled Maintenance Windows" and "Security/Privacy Announcement". The bottom section is titled "Employee Profile" and includes a "Request Profile Data Change(s)" button. Below this button are fields for "Employee ID:" and "State Certification ID:". Under the "Name:" heading, there are four columns of input fields: "First Name:", "Middle Name:", "Last Name:", and "Suffix:". Below these are "Legal First Name:", "Legal Middle Name:", "Legal Last Name:", and "Legal Suffix:". At the bottom of the profile section is a "Contact Information:" heading.