



# Professional Employee New Hire Information 2024 – 2025 School Year

# Welcome to Conroe ISD!

The following is an overview of new hire information for professional employees in Conroe ISD.



# Information Verification

- Official name matches Social Security card
  - Name changes require new Social Security card
- Address changes in Employee Access Center
- Employee Identification Number (EIN)
  - Six digits
  - Located on New Hire Information sheet



# Official Transcripts

- Check New Hire Information sheet
- Official transcript(s)
- 60 days from start of employment to submit
- Electronic Documents: College transcripts must be sent **directly** from university to Conroe ISD at [HRnewhiredocs@conroeisd.net](mailto:HRnewhiredocs@conroeisd.net)



# Service Records

- It is YOUR responsibility to obtain official service records from prior district(s)
  - Out of state/private school years must be verified on Texas service record (copy on Conroe ISD HR or TEA websites) or on a similar record
  
- *We receive many documents during the summer, and we appreciate your patience as we work diligently to process them all.*



# Payroll Information

- Salary is determined by creditable years of service on file
- Review your salary in the Employee Access Center
  - New Hire salary information in EAC **in August**
  - We work with payroll to meet the paycheck processing deadlines
- Wages and salaries set annually by Conroe ISD Board of Trustees.



# Payroll Information, Cont.

- Paid on 12-month basis
- Checks issued on 1<sup>st</sup> and 15<sup>th</sup> (except weekends and holidays)
- Teachers:
  - First paycheck – September 1
  - Final paycheck – August 15
- Paycheck cycles vary depending on assignment/work schedule
- Benefits deducted in equal amounts



# Payroll Information, Cont.

## ➤ Direct Deposit

- Required of all CISD employees
- Employee Access Center
  - Change Bank Info/Tax Withholding
  - View paycheck info/Leave bank
- **Good practice** - monitor the tax withholding and deductions each paycheck. Submit a new W-4 to payroll for any changes

## ➤ Work Schedule

- Specific to position
- Designated start/end dates
- Available on CISD HR website





# Stipends

- Teacher annual stipends:
  - Advanced degrees:
    - Master's degree = \$1,800
    - Doctorate degree = \$1,800 (in subject area taught)
  - Bilingual certified teachers
  - SPED assignments
  - Supplemental duties:
    - Fine Arts, coaching, department chair, etc.
    - Submitted to HR by principals
  - Schedule available on CISD HR website
  - Stipends added to paychecks



# State and Local Leave

## ➤ State Personal Leave

- Up to 5 days annually
- Accumulates if not used and is transferable

## ➤ Local Personal Leave

- Up to 5 days annually
- Accumulates unless employee requests to receive payment for unused days each school year (sub payrate on August 15 check)
- Not transferable

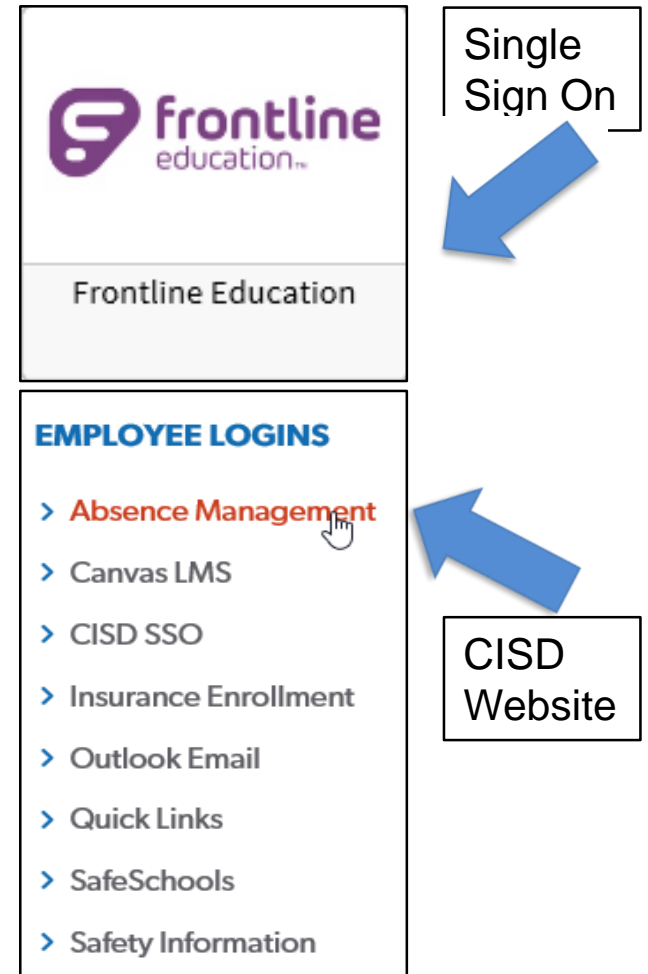
## ➤ Order of use of leave types

- State and local personal leave days can be donated to sick leave pools



# Absence Management/Frontline

- Absence Management account will generate automatically
- Login ID, PIN, and instructions will be emailed to you in August
- Report absences as soon as possible
- See campus rep for assistance
- Create a preferred substitute list
- Emergency lesson plans
- CISD Administrators substitute in classroom

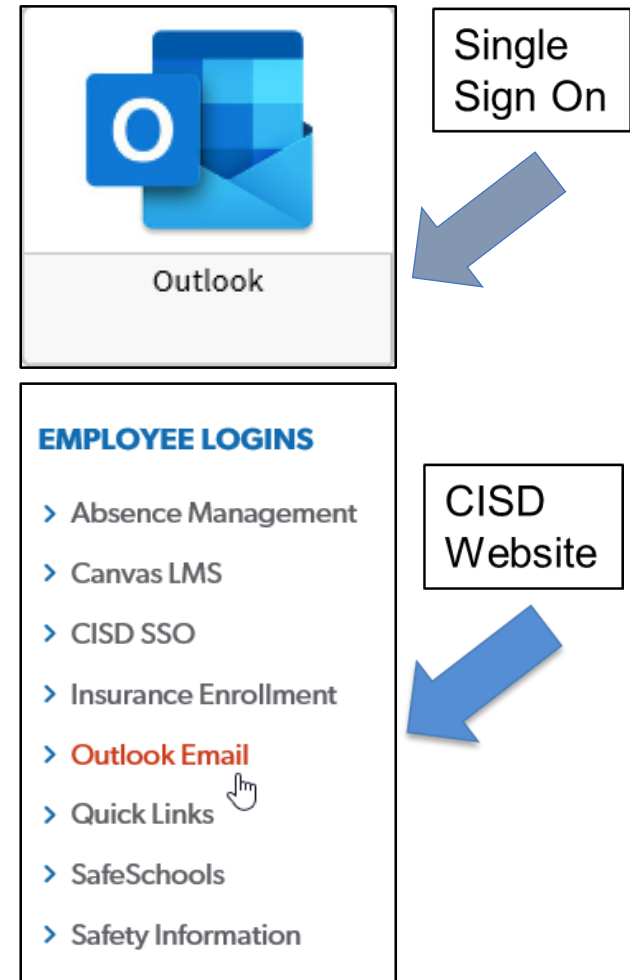


The screenshot displays the Frontline Education interface. At the top, the 'frontline education' logo is visible. Below it, the text 'Frontline Education' is displayed. A blue arrow points from a box labeled 'Single Sign On' to the top right corner of the interface. Below the logo, a section titled 'EMPLOYEE LOGINS' contains a list of links: '> Absence Management', '> Canvas LMS', '> CISD SSO', '> Insurance Enrollment', '> Outlook Email', '> Quick Links', '> SafeSchools', and '> Safety Information'. A blue arrow points from a box labeled 'CISD Website' to the 'Absence Management' link, which is highlighted with a mouse cursor.



# Conroe ISD Email - Outlook

- Email default password provided on information sheet
- Access email from anywhere
- Download app to computer/smartphone
- Observe email etiquette
- Property of CISD
- Archived and subject to open records

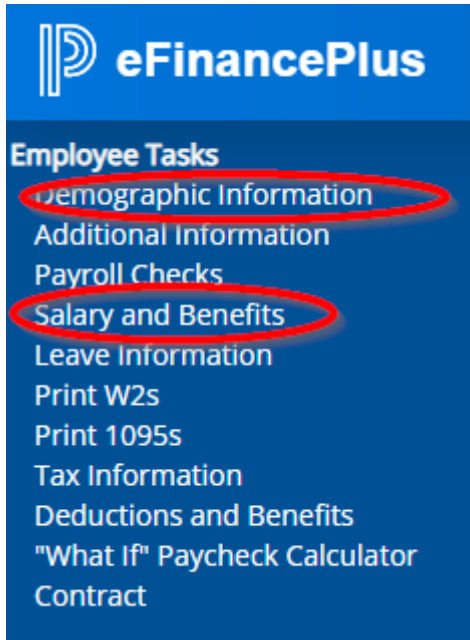


# Employee Badges

- ID Badges/Keycards:
  - Active after 6/1 for new employees
  - Name change - updated ID Badge
- Must be worn during normal work hours
- Do not puncture or bend the badge
- Lost or Damaged ID Badge: Contact [HRBadgeRequest@conroeisd.net](mailto:HRBadgeRequest@conroeisd.net) or through the app in the SSO



# Employee Access Center



- Verify your information on file with CISD:
  - Degree/Certifications
  - Years of service
  - State Personal Days transferred
  - Salary and benefits
- Update Address/phone:
  - Wait a few days after orientation before changing the address
- Update Emergency contact, Physician
- Data Entry updates new hire information



# Employee Access Center, Cont.



## Employee Tasks

Demographic Information

Additional Information

Payroll Checks

Salary and Benefits

Leave Information

Print W2s

W2C Forms

Print 1095s

Tax Information

Deductions and Benefits

"What If" Paycheck Calculator

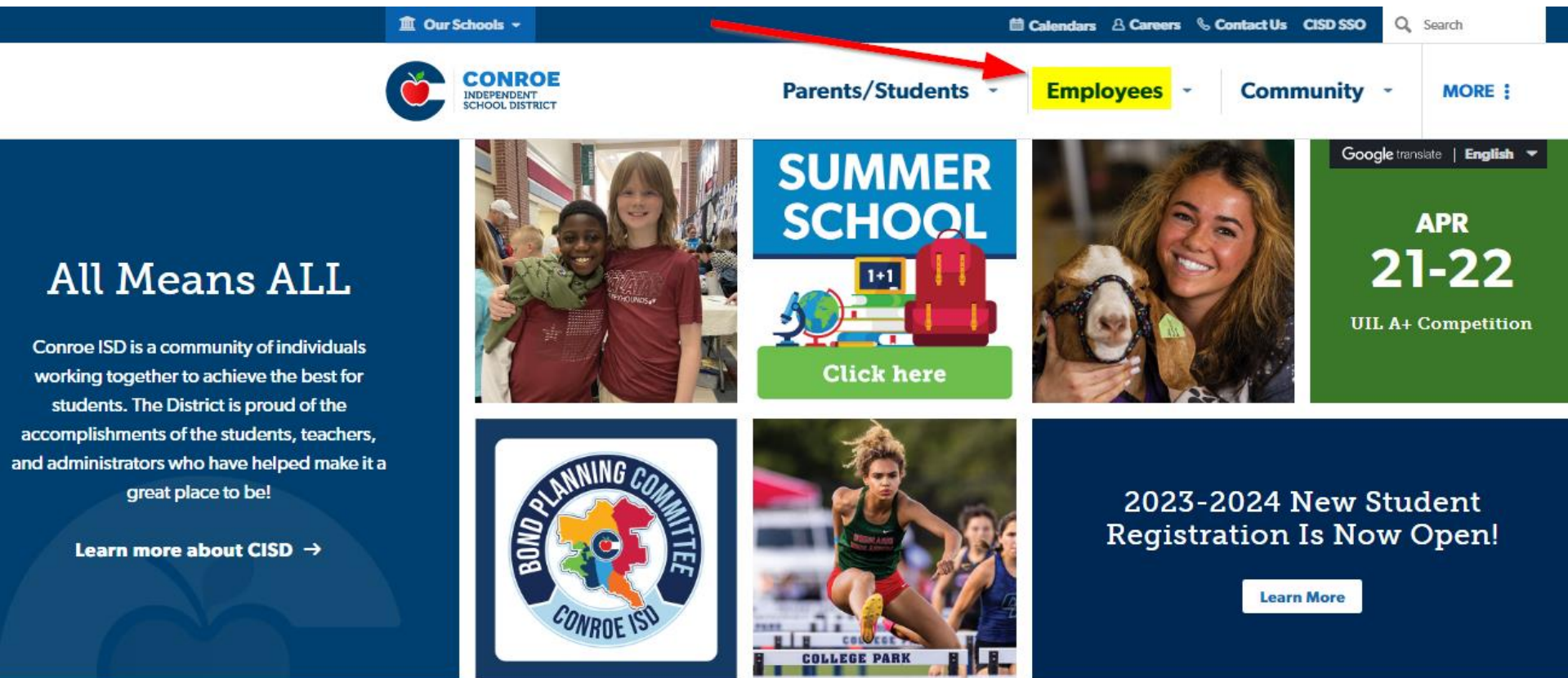
Documents

➤ Access to important documents

- Payroll Checks: Not mailed
- Leave Information/Balance
- W-2/1095-C: End of year tax
- Tax Information: Submit new W-4
- Deductions and Benefits: Bank/Direct Deposit
- Documents: Electronic Contracts



# Conroe ISD website – Employees



The screenshot shows the top navigation bar of the Conroe ISD website. The 'Employees' menu item is highlighted in yellow, and a red arrow points to it from the top right. Other menu items include 'Our Schools', 'Parents/Students', 'Community', and 'MORE'. Below the navigation bar, there are several promotional tiles: 'All Means ALL' with a link to learn more about CISD; 'SUMMER SCHOOL' with a 'Click here' button; 'APR 21-22 UIL A+ Competition'; '2023-2024 New Student Registration Is Now Open!' with a 'Learn More' button; and a 'BOND PLANNING COMMITTEE CONROE ISD' logo.

## Latest CISD News



# Employee Logins - Quick Links



Conroe ISD is a 2021 Top Workplace!

[Read About It →](#)

## RESOURCES FOR EMPLOYEES

- > Benefits
- > Human Resources
- > Payroll Information
- > New Employee Information
- > Professional Learning
- > Policies, Handbooks & Forms

## EMPLOYEE LOGINS

- > Absence Management
- > Canvas LMS
- > CISD SSO
- > Insurance Enrollment
- > Outlook Email
- > SafeSchools (now Vector Solutions)
- > Safety Information

# New Teacher Intro to CISD

- Professional Development for teachers new to District scheduled for July 31, & August 1
- Additional dates will be announced soon
- Designated Professional Development exchange days
- Additional Professional development dates at the direction of your Principal – communicated from campus
- Back-to-School professional schedule will be communicated in near future
- Celebration of Schools will be announced soon



# Conroe ISD Policies, Procedures & Forms

## ➤ Employee Handbook

- Questions regarding policies and procedures
- Updated annually

## ➤ Student Handbook

- Code of Conduct-appropriate disciplinary techniques

## ➤ Department websites

- Teaching and Learning – Staff Development
- Payroll



# Mandatory Training: Vector Solutions

- Courses available after 6/5/2024
- Sexual Harassment, Bloodborne Pathogens, etc.
- New employees upload on Mondays
- 60 days from date of hire to complete
- Available through the SSO
- Employee Handbook is a required course



# Certification

- Intern/Probationary/One-Year certificates
  - Tests required by 3/31/2025
- Texas standard certificate renewal every 5 years
- Failure to renew may result in termination
- Maintain current email address in TEAL account
- Email reminders
- Professional development requirement
  - Keep copies – TEA may audit
- Administrators: provide ILD/AEL and T-TESS appraiser certificates to HR



# Contracts

- Probationary One-Year
  - 1 year – if 5 out of last 8 years creditable experience
  - 3 years on one-year probationary for all others
- Term One-Year
  - After satisfying probationary contract period
- Signed electronically each spring semester
- Access/print in Employee Access Center



# CISD Website

The screenshot shows the CISD website homepage. At the top, there is a dark blue navigation bar with links for "Our Schools", "Calendars", "Careers", "Contact Us", and "CISD SSO". A red arrow points to the "CISD SSO" link. Below this is a white navigation bar with the "CONROE INDEPENDENT SCHOOL DISTRICT" logo on the left and menu items for "Parents/Students", "Employees", "Community", and "MORE :".

The main content area features several promotional tiles:

- All Means ALL:** A dark blue tile with white text stating "All Means ALL" and a paragraph about the district's commitment to all students. It includes a "Learn more about CISD" link with a right-pointing arrow.
- Summer School:** A blue and green tile with the text "SUMMER SCHOOL" and an illustration of a globe, books, and a red backpack. It has a green "Click here" button.
- UIL A+ Competition:** A green tile with a photo of a smiling woman holding a dog, the text "APR 21-22", and "UIL A+ Competition". It includes a "Google translate | English" dropdown.
- 2023-2024 New Student Registration:** A dark blue tile with the text "2023-2024 New Student Registration Is Now Open!" and a white "Learn More" button.
- Safety Information:** A blue and green tile with the text "SEE SOMETHING, SAY SOMETHING" and "View Conroe ISD Safety Information".
- Bond Planning Committee:** A circular logo for the "BOND PLANNING COMMITTEE CONROE ISD" featuring a colorful gear.
- Track and Field:** A photo of a female athlete running on a track, with "COLLEGE PARK" visible on the barrier.



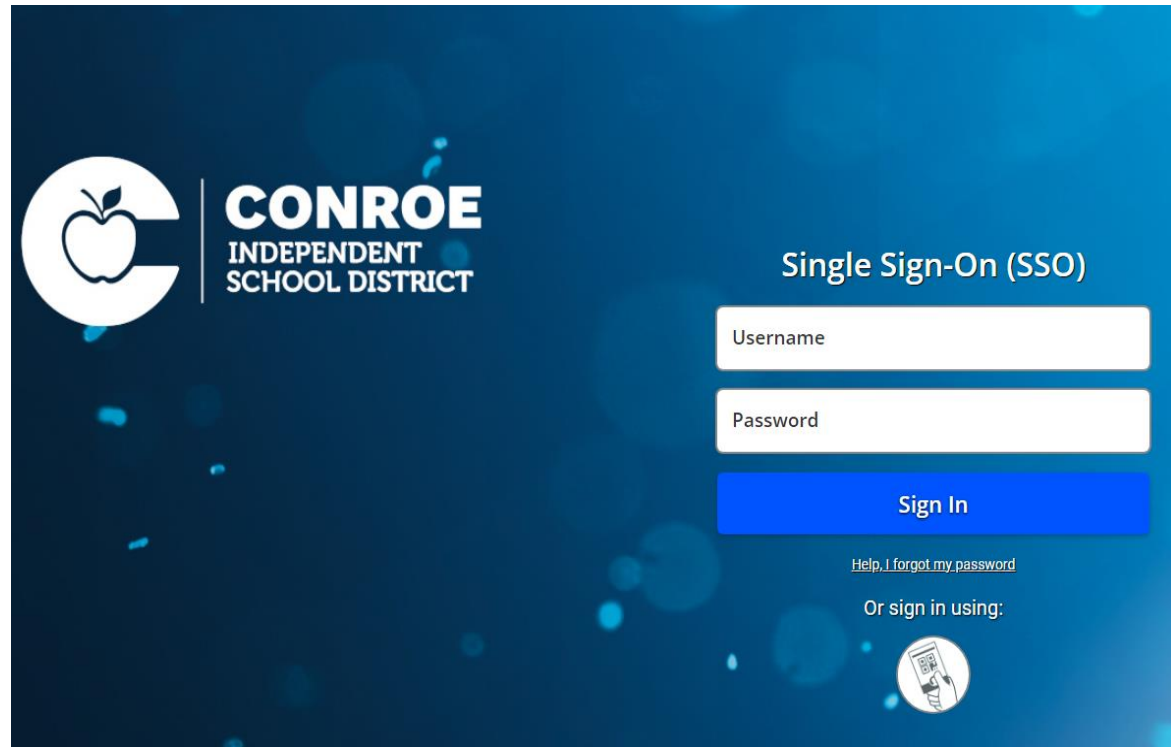
# Single Sign On (SSO)

Single Sign On (SSO) is the portal for CISD applications. Login to enroll and create security answers.

Second level security required through **Google Authenticator (Class Link)**. You will need to download the app to your phone. SSO instructions provided in the new hire information



Google  
Authenticator app  
in the App Store



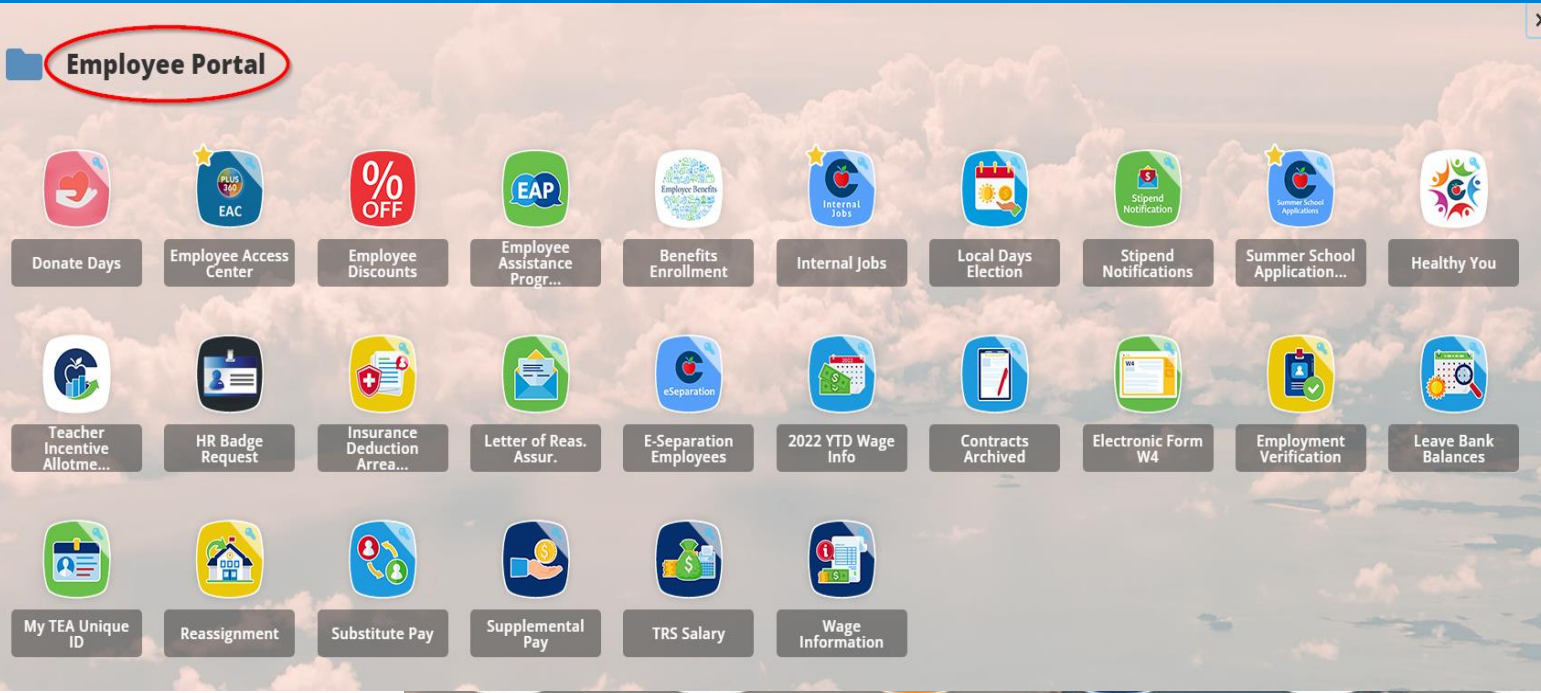
**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT



# Single Sign On (SSO)

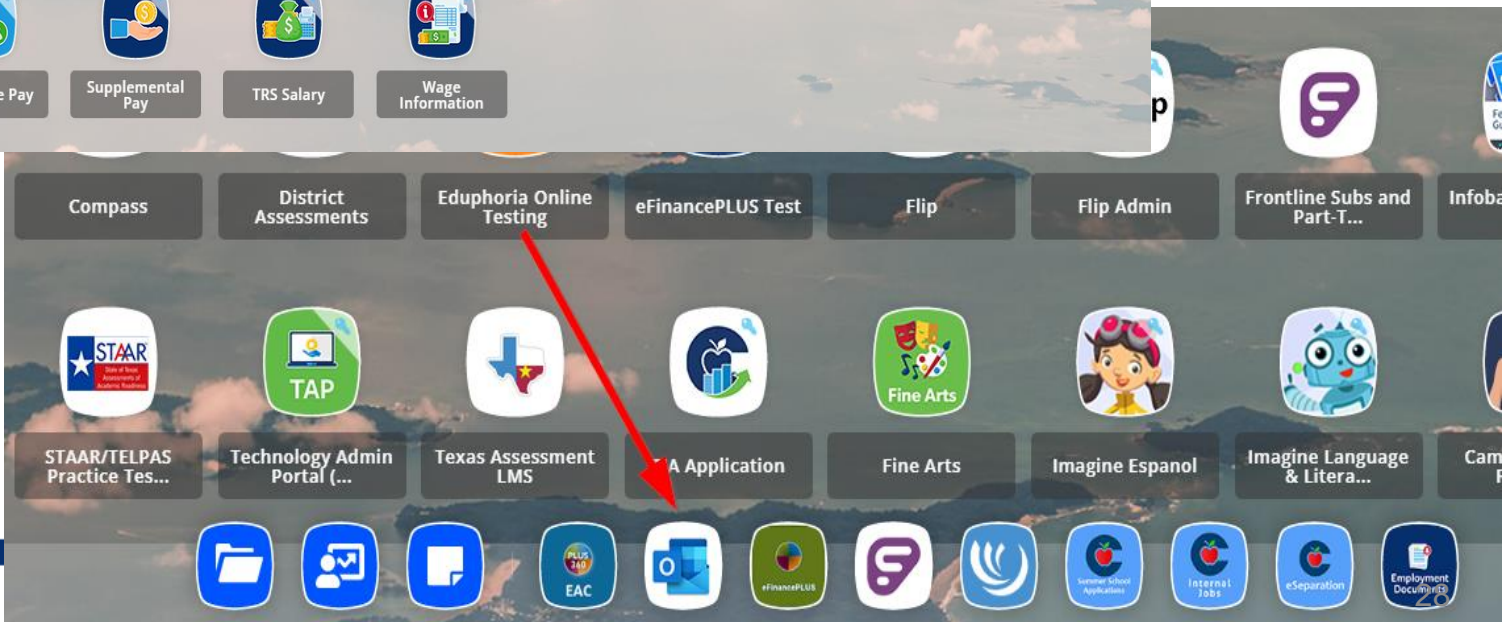
The screenshot displays the Conroe ISD Single Sign On (SSO) dashboard. At the top, there is a header bar with the text "Conroe ISD SSO" and a search icon. Below the header is a grid of application icons, each with a corresponding label. A red arrow points to the "Administrative Directory" icon in the first row, second column. The grid contains 48 icons arranged in 4 rows and 12 columns. The labels for the icons are: Row 1: Unused Apps, Employee Portal, Administrative Directory, Approved Extensions, Board Policy, Canvas, CDL Tracker, CL Academy Instructor, COVID Absences, COVID Central, Directory, District Events; Row 2: District News, Edgenuity Staff, Eduphoria, eFinancePLUS, Summer School Registratio..., eSchoolPLUS, Ethics Hotline, Event Tickets Staff, Financial Services, Frontline Education, Human Resources, InfoSnap; Row 3: MEOP Quick Reference, MSDS Online, Multihazard Emergency Ope..., OnPoint, Outlook, PE Offsite, Print Shop Order Form, Procedures and Forms, Raptor, Request an Officer, Rightfax, Schools Directory; Row 4: Teacher Access Center, Tiny URL, Frontline Asset Managemen..., Vector Solutions, ViewIT, Webinars for Instructors, WinOcular Portal, Workers' Comp, Frontline Instructional M..., Adobe Creative Cloud, Amplify, Campus Contacts; Row 5: Custodial Job Assignment ..., E-Separations Admin Use O..., Employee Documents, Enrollment Tracking, Google Drive, myLexia, Naviance Employees, Office 365, School Messenger, TEA Learn, TexQuest, Visitor Checkin.

# SSO – Employee Portal/Favorite Apps



**Employee Portal:  
Human Resources & Payroll**

**Favorite Apps: Right click on app to add**



# Human Resources – New Hires

HOME // HUMAN RESOURCES

## Human Resources

Google translate | English



Thank you for your interest in the  
Conroe ISD Human Resources Department.

We are committed to recruiting, developing, and retaining highly qualified staff to maximize learning for all students.

The [Human Resources Department](#) is open Monday through Friday from 8:00 AM to 4:30 PM.



### Apply Online

[Fill Out an Online Application](#) →



### Compensation & Work Schedule

[Compensation & Work Schedule](#) →



### Credentials/Records Request

[Credentials/Records Request](#) →



### Current Job Postings

[Employment Opportunities](#) →

### Human Resources

[Benefits](#)

[Certification](#)

[Continuing Education](#)

[Current Employees](#)

[Human Resources Contacts](#)

[New Hires](#)

[Observations](#)

[Recruiting](#)

[Substitutes](#)

### Contact Us

TEL: 936-709-7859

FAX: 936-709-9859

#### ADDRESS:

3205 West Davis  
Conroe, TX 77304



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT




# Information for New Hires

HOME // HUMAN RESOURCES // NEW HIRES

## New Hires

### New Hire Information

Once you have been recommended for a position in Conroe ISD, the Human Resources Department will initiate these steps to process the recommendation. If you are being hired as a substitute, the process is slightly different.

-  Campus/department submits recommendation for hire
-  Fingerprint/Background check
-  Education/Certification/License check (if required)
-  Email sent from HR: electronic onboarding paperwork
-  Email invitation from HR: attend orientation meeting

- > Auxiliary & Paraprofessional New Hire Information
- > Professional New Hire Information
- > Substitute New Hire

A copy of the Texas Service Record Form is available on the HR Website. This form should be completed by the out-of-state or private school employer.

### Important Information for All New Hires

IRS Notice 797

Ethics Point

Scholarship Donation Form (Optional)

Texas Service Record

School Calendar

Work Schedule

# Professional New Hire Information



Individuals interested in a professional position within Conroe ISD should first complete the online application. Once the application is complete, applicants should look for available position posted online. The job postings will include instructions on how to apply for specific positions. Interviews are arranged and conducted by the administrators at the specific campus or department in which the position is located.

## Professional New Hire Presentation

This presentation covers important information regarding your employment in Conroe ISD.

[Professional New Hire Presentation](#) →



## Frequently Asked Questions



# Updating Your Information

To update any of the following information, please log into Employee Access Center from within the Conroe ISD network:

- Address/Phone Number/Personal Email Address
  - Emergency Contact
  - Banking/Direct Deposit
- W-2 and 1095-C Method of Receipt
- W-4 Number of Exemptions

If your name has changed, please provide your new Social Security card to the Human Resources Department with a completed Name Change Form.



## Important Employee Information

Credentials/Records Request +

Employee Identification Badges +

Employment Policies +

Have you completed a Master's or Doctorate degree? +

Internal Job Postings +

# HR Website

## Current Employees

### Compensation & Work Schedule

Hiring Schedule:  
Teachers, Librarians,  
and ARD Facilitators

Hiring Pay Structure

Stipends

Work Schedule

#### Work Schedule

2023-2024 Work Schedule [pdf](#)

2024-2025 Work Schedule [pdf](#)



# If you need help...

## HR Contacts

Paula Green	Director of HR	<a href="mailto:pgreen@conroeisd.net">pgreen@conroeisd.net</a>
Jamie Bone, Ed.D.	Assistant Director of HR	<a href="mailto:jbone@conroeisd.net">jbone@conroeisd.net</a>
Tiffany Mattfeld	Assistant Director of HR - Benefits	<a href="mailto:tmattfeld@conroeisd.net">tmattfeld@conroeisd.net</a>
Antoinette Patterson	HR Coordinator	<a href="mailto:apatterson@conroeisd.net">apatterson@conroeisd.net</a>
Paul Leblanc	HR Coordinator	<a href="mailto:pleblanc@conroeisd.net">pleblanc@conroeisd.net</a>



# Employee Benefits

**Making Choices**  
*that work for you*

The graphic features a blue background with a white dotted pattern in the top-left corner. It contains several white icons: a pair of interlocking rings, a beach chair with an umbrella, a family of four under an umbrella, a tooth with a star, and a wallet with three stars above it.





# Medical Plan Options for 2023-2024

## *Self-funded, Administered by BCBSTX*

	Blue Premier HMO	Blue Essentials HMO	Blue Choice PPO HDHP <i>HSA eligible plan</i>
PCP required?	Yes	Yes	No
Specialist referral required?	Yes, except for OB/GYN services, mental health services, and eye exams	Yes, except for OB/GYN services, mental health services, and eye exams	No
Cost sharing	Copays, deductibles & coinsurance	Copays, deductibles & coinsurance	Deductibles & coinsurance <i>The full cost of medical care, supplies, &amp; prescriptions are paid by you until the deductible is met</i>
Plan year	September 1 - August 31	September 1 - August 31	January 1 - December 31
Network hospitals & clinics	Memorial Hermann, St. Luke's Health	HCA Houston Healthcare, Houston Methodist, MD Anderson, Memorial Hermann, St. Luke's Health, Texas Children's Hospital	HCA Houston Healthcare, Houston Methodist, MD Anderson, Memorial Hermann, St. Luke's Health, Texas Children's Hospital
Geographic service area	Greater Houston area including Conroe, Dallas/Ft. Worth, Austin, & San Antonio	All Texas counties	Nationwide
Out-of-network coverage	No, unless a true medical emergency	No, unless a true medical emergency	Yes

*Note: District contributes \$446 toward premium per employee per month.*



# Medical Plan – Pharmacy Benefits

## Prime Therapeutics

*\*Network pharmacies only*

*\*Mandatory generic, prior authorization, step-therapy, and exclusion provisions apply*

Prescription Drug Deductible  
(waived for generic drugs)

**Blue Premier  
HMO**

**Blue Essentials  
HMO**

**Blue Choice PPO  
HDHP**

\$200 per individual, per  
plan year

\$200 per individual, per  
plan year

N/A

## Prescriptions (Retail)

Generic Drugs

\$15

\$15

30% after deductible

Preferred Brand Name Drugs

\$60

\$60

30% after deductible

Non-Preferred Brand Name Drugs

\$120

\$120

30% after deductible

## Prescriptions (Mail Order)

Generic Drugs

\$30

\$30

30% after deductible

Preferred Brand Name Drugs

\$120

\$120

30% after deductible

Non-Preferred Brand Name Drugs

\$240

\$240

30% after deductible

## Prescriptions (Specialty)

Must use Accredo® Specialty Pharmacy

\$250

\$250

30% after deductible



# Finding a Doctor: Blue Premier HMO

To locate providers, go to **bcbstx.com** and click “Find Care” then “Find a Doctor or Hospital.” Under Basic Guest Search, click “Search for Doctors as a Guest.”

Plans  
Blue Premier<sup>SM</sup> [HMH]

City, state or zip  
Conroe, TX – 77304

## Provider Highlights

Gregg M Hallbauer, DO

5.0 ★★★★★ (4)

✓ In "Blue Premier<sup>SM</sup> [HMH]"  
Network

Ethnicity:

🎓 Completed Education in 1995

PCP ID: H08TB53401

✓ 1 Award

2236 N Loop 336 W, Conroe, TX 77304

[Get directions](#) (est. 1.7 miles away)

👥 2 Affiliations

🌐 Speaks Spanish

✓ Accepting New Patients



# Finding a Doctor: Blue Essentials HMO

To locate providers, go to **bcbstx.com** and click “Find Care” then “Find a Doctor or Hospital.” Under Basic Guest Search, click “Search for Doctors as a Guest.”

Plans  
Blue Essentials<sup>SM</sup> [HMO]

City, state or zip  
Conroe, TX – 77304

## Provider Highlights

Alison Urey, MD

5.0 ★★★★★ (1)

✓ In "Blue Essentials<sup>SM</sup> [HMO]"  
Network

Ethnicity:

🎓 Completed Education in 2012

PCP ID: H08FB15001

👥 1 Affiliation

106 Vision Park Blvd, Shenandoah, TX  
77384

👥 Kelsey-Seybold Network (KELS)

[Get directions](#) (est. 9.8 miles away)

Phone: 713-442-1800

✓ Accepting New Patients



# Finding a Doctor: Blue Choice PPO HDHP

To locate providers, go to **bcbstx.com** and click “Find Care” then “Find a Doctor or Hospital.” Under Basic Guest Search, click “Search for Doctors as a Guest.”

Plans  
Blue Choice PPO<sup>SM</sup> [BCA]

City, state or zip  
Conroe, TX – 77304

## Provider Highlights

Robert J Laningham, MD

5.0 ★★★★★ (2)

✓ In "Blue Choice PPO<sup>SM</sup> [BCA]"  
Network

Ethnicity:

🎓 Completed Education in 1992

4015 I 45 N Ste 220, Conroe, TX 77304

[Get directions](#) (est. 3.9 miles away)

👥 2 Affiliations

Phone: 936-441-1122

🌐 Speaks Spanish

✓ Accepting New Patients



# Alternate Plan

## *For employees with other health coverage*

*Provided at no cost to the employee only if employed 100%.*

### **Hospital Indemnity**

- Daily Inpatient Allowance \$165
- Daily Maximum 365 days

### **Dental** (may be used at any dental office)

- Deductible (waived on preventative) \$50
- Preventative / Basic / Major 100% / 80% / 50%
- Calendar Year Maximum \$1,000

### **Group Life & AD&D**

- Term Life \$10,000
- Accidental Death and Dismemberment \$15,000



# Dental Plan Options for 2023-2024

## Aetna

	DMO	PPO/PDN Low	PPO/PDN High
<b>Individual Deductible</b> <i>(waived for preventive services)</i>	None	\$50 per plan year	\$50 per plan year
<b>Family Deductible</b> <i>(waived for preventive services)</i>	None	\$150 per plan year	\$150 per plan year
<b>Max Benefits Amount/Person</b>	Unlimited	\$800 per plan year	\$1,500 per plan year
<b>Primary Care Dentist Required</b>	Yes	No	No
<b>Specialist Referrals Required</b>	Yes	No	No
<b>Out-of-Network Coverage</b>	No	Yes	Yes
<b>Cost Sharing</b>	Based on copay schedule listed in DMO Benefits Summary on CISD Benefits website	20% after deductible for basic services, 50% after deductible for major & orthodontic services	20% after deductible for basic services, 50% after deductible for major & orthodontic services
<b>Why You'd Choose This Plan</b>	Your dentist is in the DMO network, you expect major dental services, and cost is most important	You want the ability to visit any licensed dentist, or you are looking to see a dental specialist without a referral	You want the ability to visit any licensed dentist, or you are looking to see a dental specialist without a referral
<b>Geographic Service Area</b>	Within 50 miles of where you live or work	Nationwide	Nationwide

Note: The plans do not cover dental work, including orthodontic treatment, that began before a member is covered under the plan. Orthodontics are only covered for children under the age of 19 on the PPO/PDN plans.



# Other Voluntary Benefits

*Premiums/contributions paid entirely by the employee*

- Vision
- Accidental Death and Dismemberment
- Cancer
- Critical Illness
- Disability
- Flexible Spending Accounts:
  - Health FSA
  - Dependent Care FSA
- Hospital Indemnity
- Legal
- Life Insurance:
  - Group term (Unum)
  - Term (American Fidelity)
  - Permanent (Texas Life)
- Long-term care





# Health Flexible Spending Account

- Calculate total expected qualified expenses, such as medical, dental, and vision out-of-pocket costs, for September 1 - August 31 plan year
- Annual IRS maximum of \$3,050
- Full amount available on first day of insurance coverage
- Use-it-or-lose-it rule...carefully estimate plan year expenses
- May enroll in this account even if you decline CISD health coverage
- Includes FFA Benefits Card for direct access to account funds – may request cards for spouses and dependent children, ages 18-26
- **If you or your spouse contributes to an HSA, you are not eligible to contribute to a health FSA**



# Enrollment

- **All employees** must enroll/decline online within their first 31 calendar days of employment
- Coverage effective date:
  - 1<sup>st</sup> day of month following first day of employment, if enrollment is completed on or before this date; **OR**
  - 1<sup>st</sup> day of month on or following date enrollment is completed
- Payroll deadlines can impact initial deductions
- Premiums must be paid through payroll deduction
- Changes only permissible during annual enrollment each July unless change in status occurs such as marriage, divorce, birth, death, change in spouse's employment with gain/loss of coverage, and Medicare or Medicaid entitlement



# Enrollment


 Our Schools ▾

 Calendars

 Careers

 Contact Us

CISD SSO

 Search



Parents/Students ▾

Employees ▾

Community ▾

MORE ⋮



Conroe ISD named Best District by Niche!

[Read About It →](#)

## RESOURCES FOR EMPLOYEES

- > **Benefits**
- > Human Resources
- > Payroll Information
- > New Employee Information
- > Professional Learning
- > Policies, Handbooks & Forms
- > Teacher Incentive Allotment (TIA)

## EMPLOYEE LOGINS

- > Absence Management
- > Canvas LMS
- > CISD SSO
- > **Insurance Enrollment**
- > Outlook Email
- > SafeSchools (now Vector Solutions)
- > Safety Information



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

# Enrollment

## Enrollment Site

Employee ID or Social Security Number

Personal Identification Number (PIN)

By entering your user ID and Personal Identification Number, you are agreeing to the terms of the [Consent to Enroll Electronically](#).

Log in

[Forgot Pin?](#) | [Security Information](#) | [Privacy Policy](#)

If you need help enrolling or trouble logging in please call the FFenroll Support

Help desk at 855-523-8422

**Tip:** Use your PIN to electronically sign your enrollment forms and submit your elections!



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

# Investment Options

*Not part of benefits enrollment*

Options in addition to your mandatory TRS contribution:

- 403(b) approved vendors
- FFinvest 457
- Enrollment information in benefits guide and on HR – Benefits website
- Start, change, and stop contributions any time



# Employee Assistance Program (EAP)

## *SupportLinc (not part of benefits enrollment)*

- **FREE**, confidential support for all full-time employees and their immediate family members to help manage life's daily challenges.
- Resources include: short-term counseling, legal and financial consultations, expert referrals, extensive web portal, and more.
- Access 24/7/365
  - **Phone:** 1-800-475-3EAP (3327)
  - **Web:** [www.supportlinc.com](http://www.supportlinc.com)
  - **Email:** [support@curalinc.com](mailto:support@curalinc.com)
  - **Mobile app:** eConnect® Mobile by Curalinc Healthcare
  - **Twitter:** @supportlinc
  - **CISD SSO Portal:** Use the EAP tile on the District Quick Links tab



# Questions?

**Email or call the CISD Benefits Office:**

- [benefitsoffice@conroeisd.net](mailto:benefitsoffice@conroeisd.net)
- 936-709-7808

**Have a great school year!**

