





**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

Portal Login

 Username

 Password 

[Reset Password](#)

Login

QR Code Login

# Conroe ISD SSO Single Sign On

Conroe ISD Technology now uses a Single Sign On (SSO) for employees to access many of district needs with a single access point.

- Staff and students can sign on to their account from their web browser and have access to all CISD supported applications.
- Navigate to [sso.conroeisd.net](https://sso.conroeisd.net). Login with your domain username and password (on your green new hire sheet).

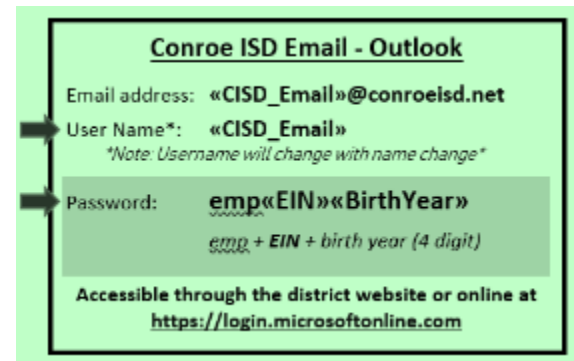
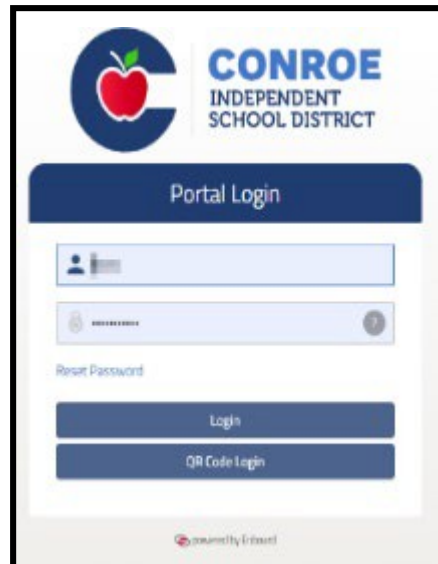
- On the Conroe ISD website ([www.conroeisd.net](http://www.conroeisd.net))
  - Click on “CISD SSO”



- Visit the link directly at <https://sso.conroeisd.net>

In the Portal Login, enter the Username and Default Password assigned to you (see green new hire info sheet\*) and login.

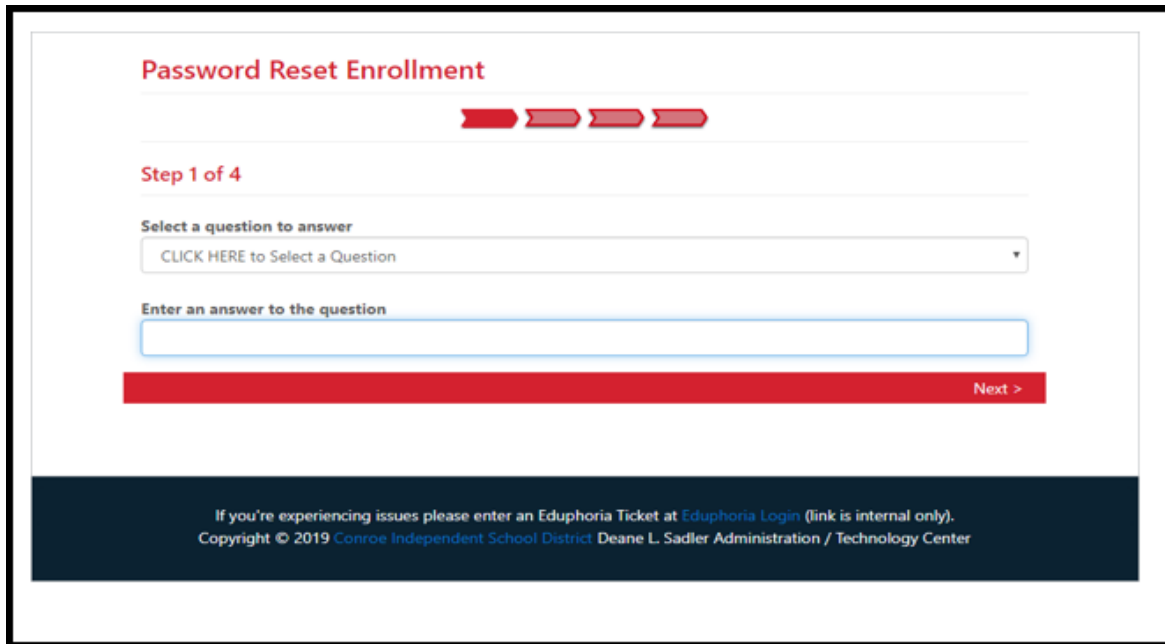
- The default password is TEMPORARY and must be changed within 7 days.



\*For the 20-21 Virtual Meetings, you will receive your green sheet at the drive-thru; your password and login are included in this email.

Select your security questions and enter answers.

***Type carefully*** -- Security question & password answers are case sensitive!



**Password Reset Enrollment**

Step 1 of 4

Select a question to answer

CLICK HERE to Select a Question

Enter an answer to the question

Next >

If you're experiencing issues please enter an Eduphoria Ticket at [Eduphoria Login](#) (link is internal only).  
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After completing the 3 security questions, you will be asked to enter your district username again (see info sheet) along with your new security answers before you can create a new password. (Keep a record of the security questions/answers for future reference.)

Your password must be 6-20 characters in length, and contain a combination of letters, numbers, and at least one special character (i.e. # @ ! \*) *Note: do not use the following characters: \$ % \_ & + =*

**After you create a password, you login to the SSO using your username and new password! 😊**

Note: When opening your Outlook Email (your CISD email) for the first time, use your new SSO password.

You have one final step – connecting to the EAC (Employee Access Center) in the SSO. The EAC allows you to update your personal information, and check your financial information. (i.e. W2s, pay stubs, taxes, etc.)

If your account is NOT connected, you will not be able to access this information.



- Log in to the SSO from a secure computer.
  - (DO NOT use a public computer or unsecured network to access the SSO!)
- Click the Employee Access Center App.
- Enter your six-digit employee number as your User ID and the last four digits of your SSN as your Password.
- At this point, you will be asked to confirm a username and password for the EAC. You will need this username/password each time you access the EAC so be sure to record these.



Note: If this does NOT work and you need assistance resetting your EAC password, contact the CISD Technology Department at [help@conroeisd.net](mailto:help@conroeisd.net).



**Employee Tasks:**

[Demographic Information](#)

[Additional Information](#)

[Payroll Checks](#)

[Salary and Benefits](#)

[Leave Information](#)

[Print W2s](#)

[W2C Forms](#)

[Print 1095-Cs](#)

[Tax Information](#)

[Deductions and Benefits](#)

["What If" Paycheck Calculator](#)

**Links:**

[Human Resources Forms](#)

[Benefits Home Page](#)

[Payroll Department](#)

[E-Separation Form](#)

[Substitute Pay](#)

[Supplemental Pay](#)

[Letters of Reasonable Assurance](#)


[Contracts](#)

- Now, you must sign your Letter of Reasonable Assurance.
- You will see a blue menu on the left side of the page - look at the "Links" section and find "Letters of Reasonable Assurance." Click on this link.

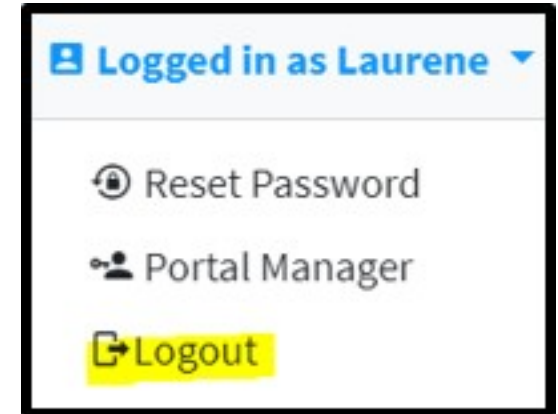
- A new window will pop-up. Click to sign to view the entire letter, and then go back to “Sign” the LRA.
- Once completed, the document status will switch to “View.”

## View Documents

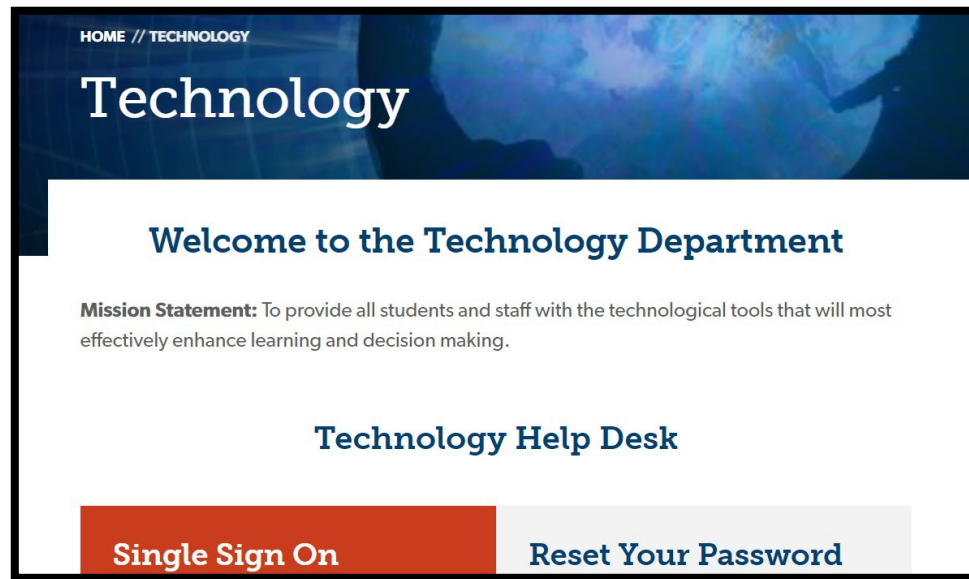
School Year	Description	Document
2020-2021	Letter of Reasonable Assurance	Sign



- Log out of Employee Access Center by clicking the “X” by the tab on your screen.
- Log out of your SSO by clicking the drop-down under your name in the upper right corner of your SSO page.
- **ALWAYS log out.**
  - Having access to the SSO is a benefit, but you **MUST** use a secure network and log out to stay safe and protect your personal information!



Having issues with your log-in? Visit the Technology Help Page at <https://www.conroeisd.net/department/technology/>.

A screenshot of the Technology Department website. The page has a dark blue header with a globe background. The word 'Technology' is written in large white letters. Below the header, there is a white box containing the text 'Welcome to the Technology Department' and a 'Mission Statement'. At the bottom of the white box, there are two buttons: 'Single Sign On' (orange) and 'Reset Your Password' (grey).

HOME // TECHNOLOGY

# Technology

## Welcome to the Technology Department

**Mission Statement:** To provide all students and staff with the technological tools that will most effectively enhance learning and decision making.

### Technology Help Desk

[Single Sign On](#) [Reset Your Password](#)