





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. Login with your domain username and password (on your green new hire sheet).

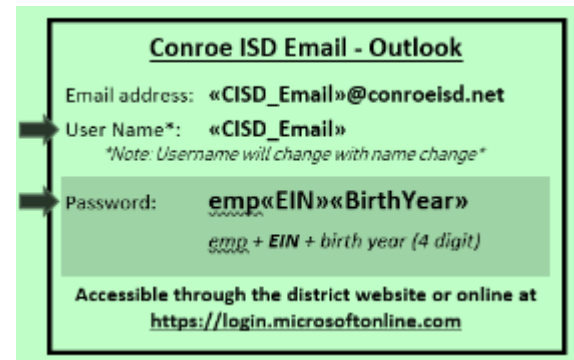
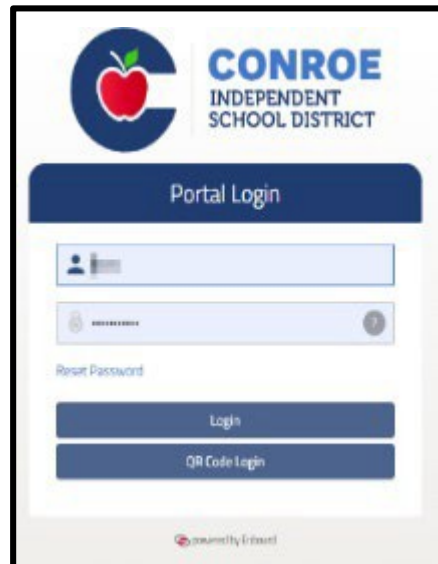
- On the Conroe ISD website (www.conroeisd.net)
 - Click on “CISD SSO”



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

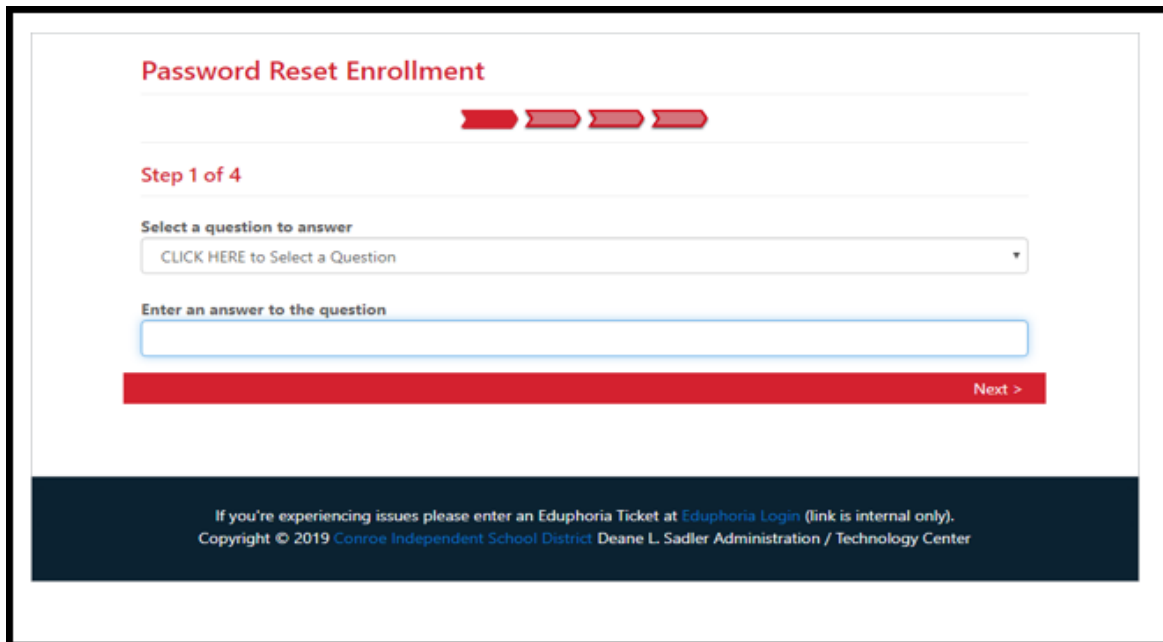
In the Portal Login, enter the Username and Default Password assigned to you in the email you received after the orientation.

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



*Your username and CISD email will also be provided on the green sheet along with other sign-in info for CISD at the hiring meeting.

Select your security question from the drop-downs and enter answers.
Type carefully -- Security answers ARE case and space sensitive!



The screenshot shows a web form titled "Password Reset Enrollment" with a progress indicator showing four steps, with the first step highlighted in red. Below the title, it says "Step 1 of 4". The form has two main sections: "Select a question to answer" with a dropdown menu containing the text "CLICK HERE to Select a Question", and "Enter an answer to the question" with a text input field. A red "Next >" button is located at the bottom right of the form area. At the bottom of the page, there is a dark blue footer with the text: "If you're experiencing issues please enter an Eduphoria Ticket at [Eduphoria Login](#) (link is internal only). Copyright © 2019 Conroe Independent School District Deane L. Sadler Administration / Technology Center".

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 8-20 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 can login to the SSO using your username and new password! 😊

Note: When opening your Outlook Email (your CISD email) for the first time (OR anytime after resetting a new SSO password), 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.

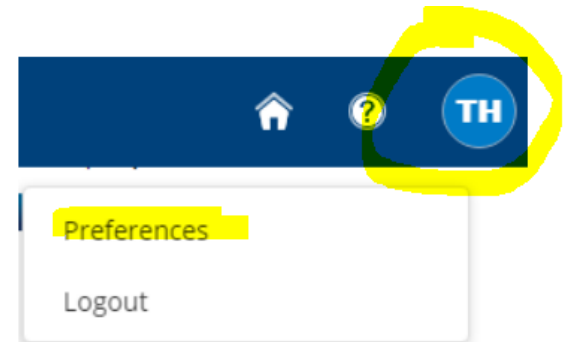


Note: If this does NOT work and you need assistance resetting your EAC password, contact the CISD Technology Department at help@conroeisd.net.

- Log in to the SSO from a secure computer.
 - (DO NOT use a public computer or unsecured network!)
- Click the Employee Access Center App; a new tab/page will open.
- To log-in to the the EAC app for the first time, enter your six-digit employee number as your User ID and the last four digits of your SSN as your Password.
 - *Note: Former CISD employees should contact the Help Desk if you continue to have difficulties after following these instructions.*



- Create security questions and answers (separate from your SSO Q&As) and **SAVE**.
 - If are not able to bypass the security questions menu, click the circle with your initials in the upper right-hand corner, then select **Preferences**. This will allow you to reselect your questions and **SAVE**. (Note: You will NOT need to reset your password.)
- You should get a prompt that "Q&A have been updated successfully." Wait a moment for the demographics page to populate automatically.
- You will need to login to EAC each time via the SSO; use your six-digit employee ID and updated password to login to the EAC.



Note: If this does NOT work and you need assistance resetting your EAC password, contact the CISD Technology Department at 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.

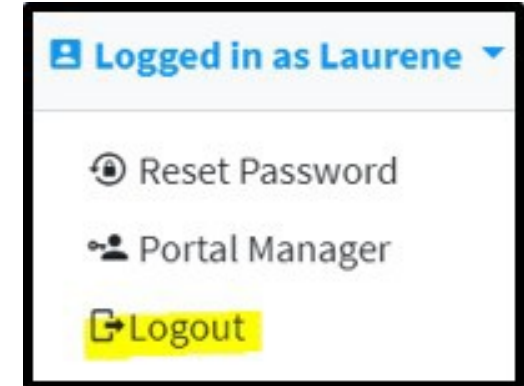
- A new window will pop-up. Click to sign to view the entire letter, and then go back to “Sign” the LRA.
- Once completed, the document status will switch to “View.”

View Documents

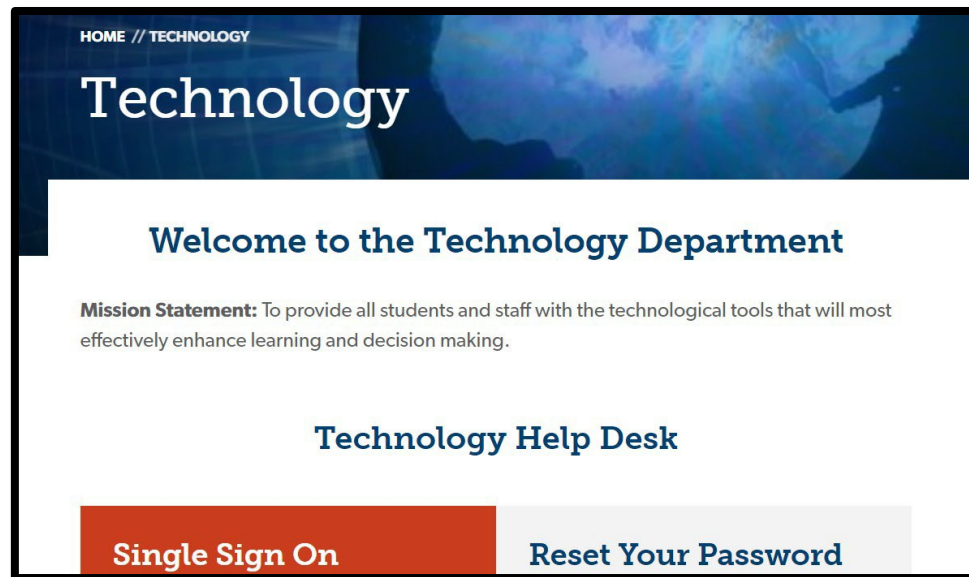
School Year	Description	Document
2020-2021	Letter of Reasonable Assurance	Sign

A thick yellow hand-drawn circle highlights the 'Sign' button in the 'Document' column of the table.

- Log out of Employee Access Center by clicking the “X” by the newly opened 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](#)