

CISD Substitutes: Accessing the SSO

Before being fully hired as a substitute, you must complete two steps:


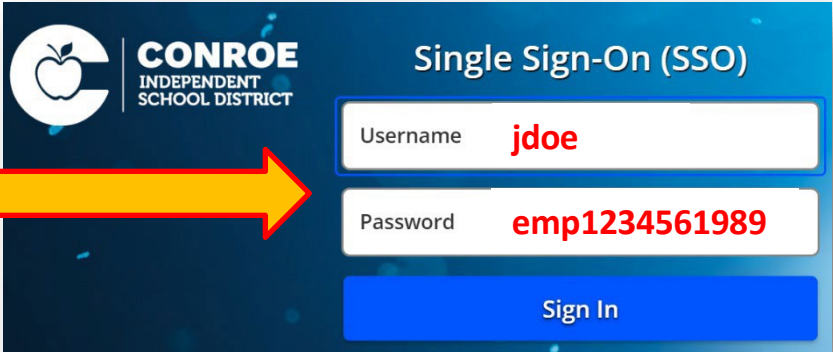
1. Log in to the Conroe ISD SSO (Single Sign On) – complete pre-meeting.
2. Signing your LRA (Letter of Reasonable Assurance) in the EAC (Employee Access Center) – complete at the meeting.

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

- You can also visit the Conroe ISD website (www.conroeisd.net) and click on “CISD SSO”.





- Direct link is: <https://launchpad.classlink.com/conroeisd>. Follow the Class Link Quick Guide (following) to login for the first time.

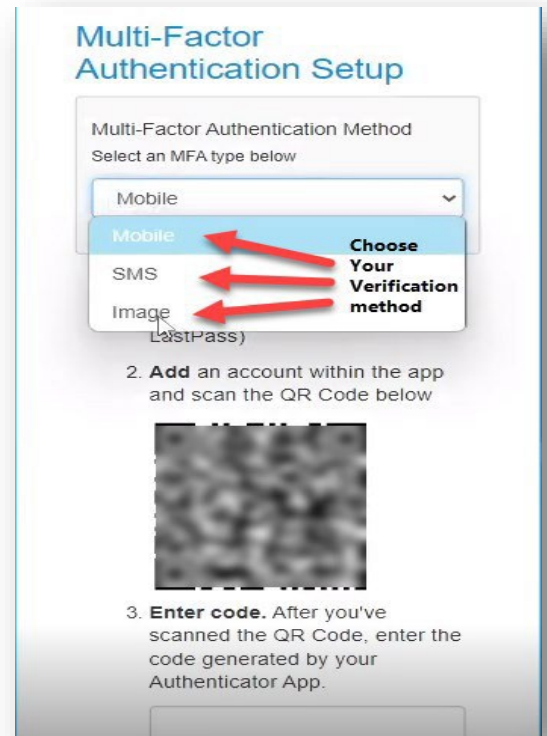
Example: Jane Doe Username: jdoe EIN: 123456 Birth Year: 1989 Temporary Password: emp1234561989 <i>emp + EIN + birth year (4 digit)</i>		
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- Login with your CISD username and temporary password (on your LRA/SSO email, or pink sheet at the new hire meeting).

Multi-Factor Authentication Setup

- Multi-factor authentication adds an extra layer of security to your account sign-in. All SSO login will require the username/password login, and a second authentication step.
- **DO NOT scan the QR code at this point!**
- From the Dropdown select an option:
 - Image
 - Mobile (Google Authenticator)  
 - SMS (text -- not recommended)

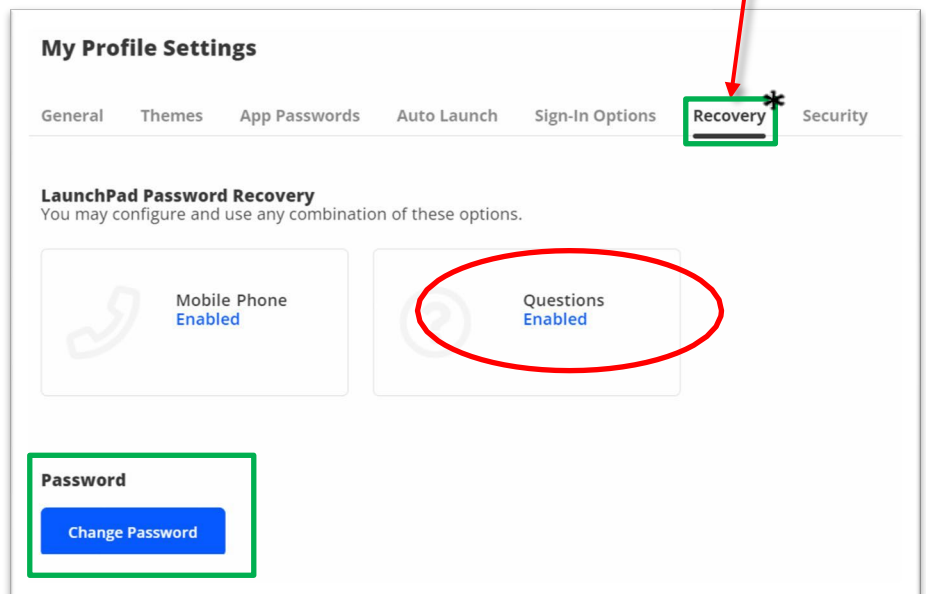
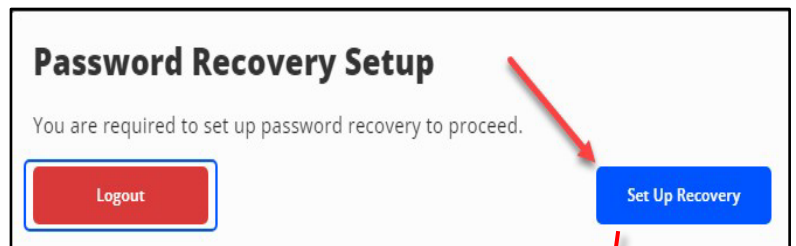
At this point you will be prompted to re-set your password and set-up password recovery.



Automatic Re-Direct: On your first login, you should be prompted to set up your password recovery. (If you are NOT redirected, go to RECOVERY and follow the steps manually.)

It is strongly recommended that you set up both methods due to limited mobile service in some buildings. *Set up "Questions" at a minimum so you can recover your password if needed.*

You must reset your CISD password every 90 days – this can be completed in the **RECOVERY** tab.*



Multi-Factor Authentication Setup (*continued*)

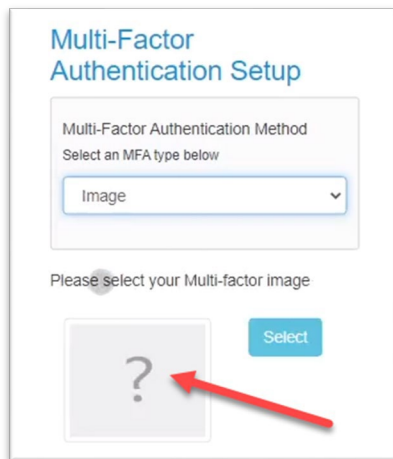


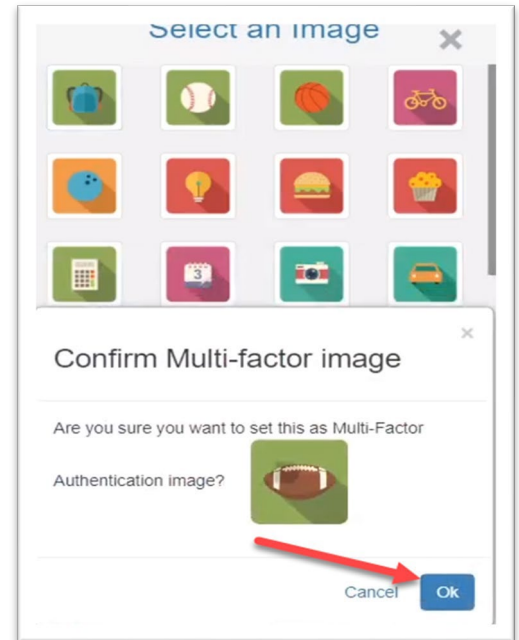
IMAGE (Recommended)

- Select “Image” as your multi-factor authentication method. Click the question mark to select an image.

Remember this picture!

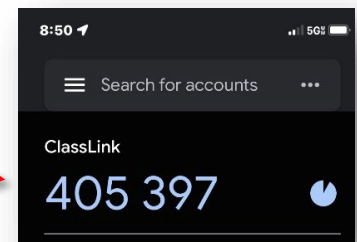
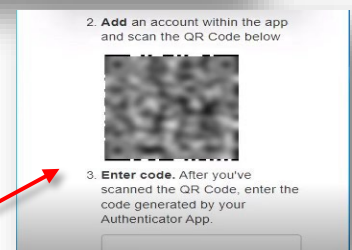
- Select this same image to verify your ClassLink SSO account each time you login to the SSO. This method is

helpful if you forget your phone or have limited wi-fi access. (You may want to snap a photo of this image for reference.)



MOBILE (Another option: requires **Google Authenticator** app)

- Upload the **Google Authenticator** app from the App Store or Google Play.
- *NOTE: DO NOT use a different app!* Other authenticators will work once, but you will be locked out after.] **ONLY use Google Authenticator.**
- Open the app, and scan the QR code at this point.
- When prompted, go to the app to see the six-digit code “generated” for ClassLink -- enter this code to establish your account.
- Each time you login to the SSO, you will need to open the Authenticator and enter the code for “Classlink” when prompted.



SMS (Text Messaging)

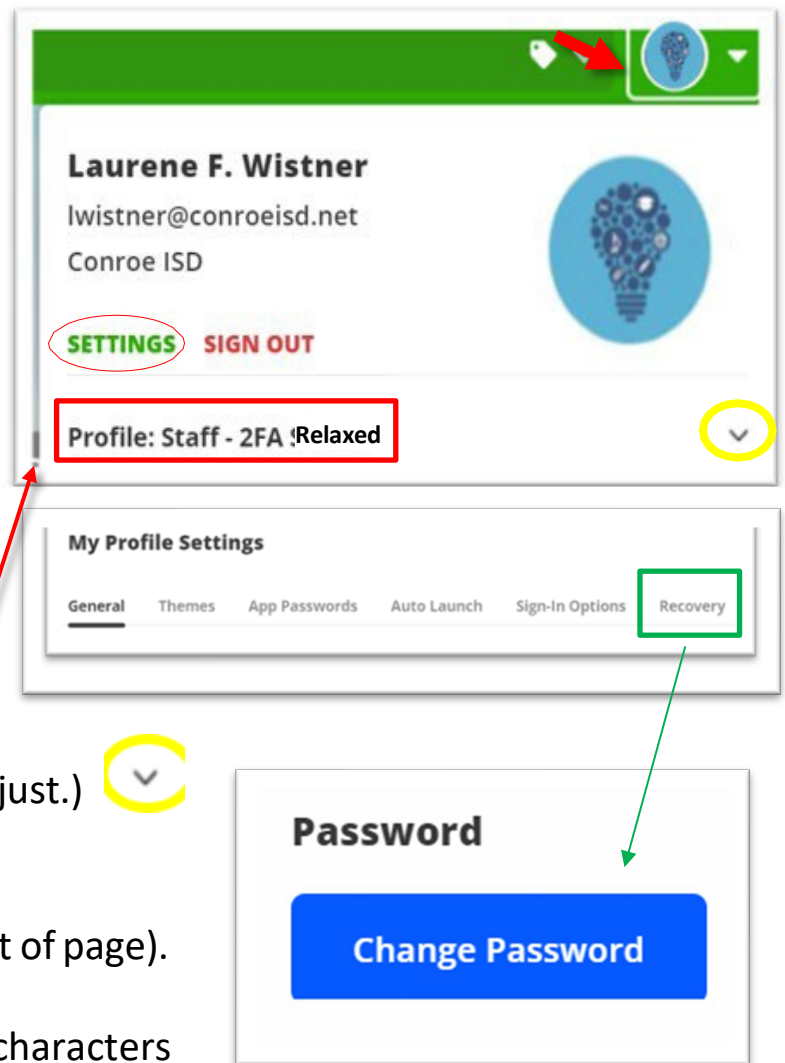
- This option is **not recommended** for CISD.

Password Setup and Recovery*

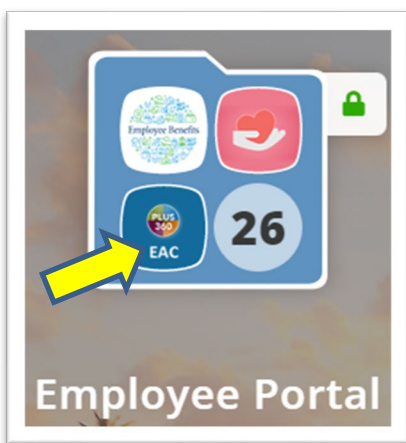
Your SSO password is a *temporary* one – you must create a new password. After entering your temporary password, you should be prompted to create a new one. (If you are NOT redirected, go to **Recovery** and follow the steps manually.)

Click your profile image in the upper right corner to bring up your PROFILE.

- Be sure your Profile is set to **Staff – 2FA Relaxed**. (There is a drop-down arrow on the right side to adjust.)
- Click **Settings**.
- Click **Recovery**.
- Click **Change Password** (bottom left of page).



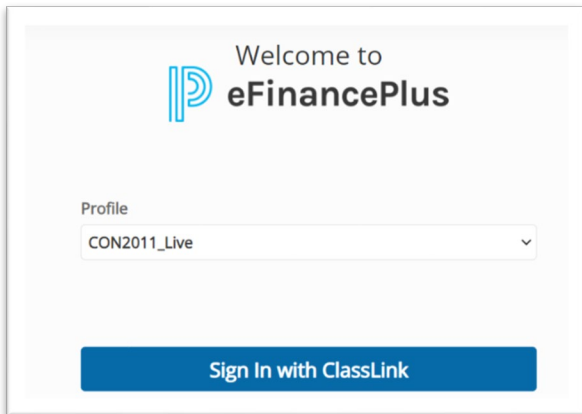
Create a CISD password – minimum 10 characters with letters and numbers. Use this password with your username for all district logins (i.e. SSO, classroom computers, Outlook).
Note: Frontline will use a separate password.



FINAL STEP: Letter of Reasonable Assurance

You have one final step – connecting to the **EAC (Employee Access Center)** to sign your Letter of Assurance (LRA).

1. The EAC can be found in the SSO as an app in the Employee Portal folder. (You can also search for “Employee Access.”)

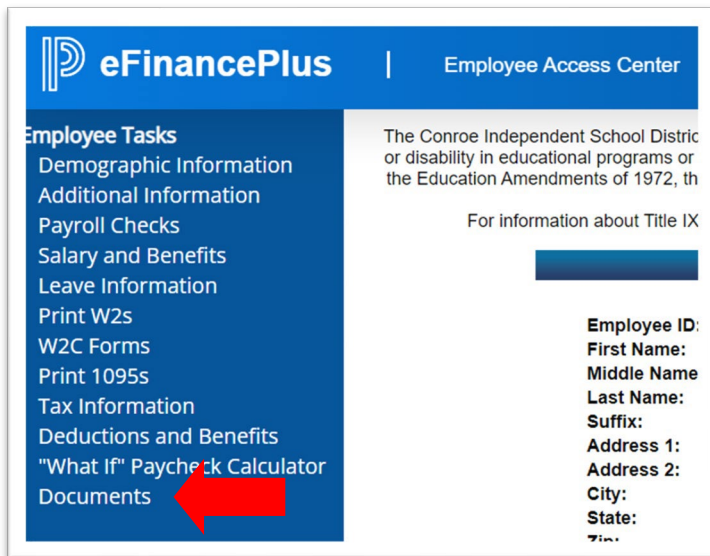


Welcome to
eFinancePlus

Profile
CON2011_Live

Sign In with ClassLink

2. Login by clicking on the blue “Sign in with Classlink” button on the bottom of the screen. The main Employee Access Center dashboard should now pop up.



eFinancePlus | Employee Access Center

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**

The Conroe Independent School District or disability in educational programs or the Education Amendments of 1972, th

For information about Title IX

Employee ID:

First Name:

Middle Name:

Last Name:

Suffix:

Address 1:

Address 2:

City:

State:

3. The **Employee Tasks** menu on the left side of the screen is where you will find the **Documents** tab; select this tab.

4. The **View Documents** screen will open, showing current (and past) letters of assurance. Click the **Letter of Reasonable Assurance** link to view. (This will pop-up in a new, separate window.) Once you have reviewed the document, you can close the tab and return to the previous screen.

View Documents				
Description	School Year	Sign By	Sign	Signature Date
LETTER OF REASONABLE ASSURANCE	2023-2024	05/31/2023	<input type="checkbox"/>	

5. Add a check in the Sign column and click the Sign Document button to electronically sign the document. Once you have signed, it will show a Signature Date.

View Documents				
Description	School Year	Sign By	Sign	Signature Date
LETTER OF REASONABLE ASSURANCE	2023-2024	05/31/2023	<input checked="" type="checkbox"/>	4/26/2023

6. Always log out!

- Log out of the Employee Access Center by clicking your initials in the upper right-hand corner of the screen and selecting **Logout**.
- Logout of the SSO by finding the image in the upper right-hand corner of the screen and selecting **SIGN OUT**.



Important -- Login to CISD regularly to make sure you do not lose access!

1. Check your Outlook at least once every 30 days.
2. Password reset is required for the SSO every 90 days.
3. Login via the SSO to access Frontline, Outlook & the EAC.
4. You will need access to the EAC to:
 - Check pay information and payroll checks.
 - Update or verify your personal information.
 - Print your W2 forms or correct your W4 forms.

Having issues with SSO login? Visit the Technology Help Page.

<https://www.conroeisd.net/departments/technology/>

help@conroeisd.net