Elgin Independent School District

TxEIS Employee Access

TxEIS Employee Access allows you to view your personnel information, earnings, and leave balances.

How to: Create a TxEIS Employee Access Account

1. Go to www.elginisd.net > Staff > TxEIS Employee Access.

2. Click on **NEW USER**

3. Enter your **EMPLOYEE NUMBER**
   ** Call HR (ext. 1200) or Payroll (ext. 1219) if you do not know your employee number

4. Enter your **DATE OF BIRTH**

5. Enter your **ZIP CODE**

6. Click **RETRIEVE**

7. Enter a **USER NAME**

8. Enter a **PASSWORD** and **verify**
   ** Passwords are case sensitive

9. Enter a **HOME E-MAIL** (optional) and **verify**

10. Enter a **HINT QUESTION** and **ANSWER**

11. You will receive an email from txeisadmin@elginisd.net indicating a new account has been created.
    This is an automated message. Do NOT replay to this email.

NOTE: Write down your login information and keep it in a safe location!

Frequently Asked Questions

1. **What do I do if I do not have a TxEIS Employee Access account?**
   - Create an account for yourself. Instructions are listed above.

2. **What do I do if I forget my user name / password to login?**
   - TxEIS Employee Access is **self-administered**, which means the user will choose their own user name and password. In the event you forget your user name / password, email the Helpdesk (helpdesk@elginisd.net) and request your account be deleted so that you can create a new account. *Please specify this is for TxEIS Employee Access in your email!!* You will need to include your employee number in the email. (Call Payroll at ext. 1219 if you do not know your employee number.)

3. **What do I do if I enter my user name / password incorrectly and lock myself out?**
   - Email the Helpdesk (helpdesk@elginisd.net) and request your account be deleted so that you can create a new account. *Please specify this is for TxEIS Employee Access in your email!!* You will need to include your employee number in the email. (Call Payroll at ext. 1219 if you do not know your employee number.)

4. **What do I do if my personnel information appears to be incorrect?**
   - Contact the Human Resources office (ext. 1200) or the Payroll office (ext. 1219) for instructions to correct your personnel information.