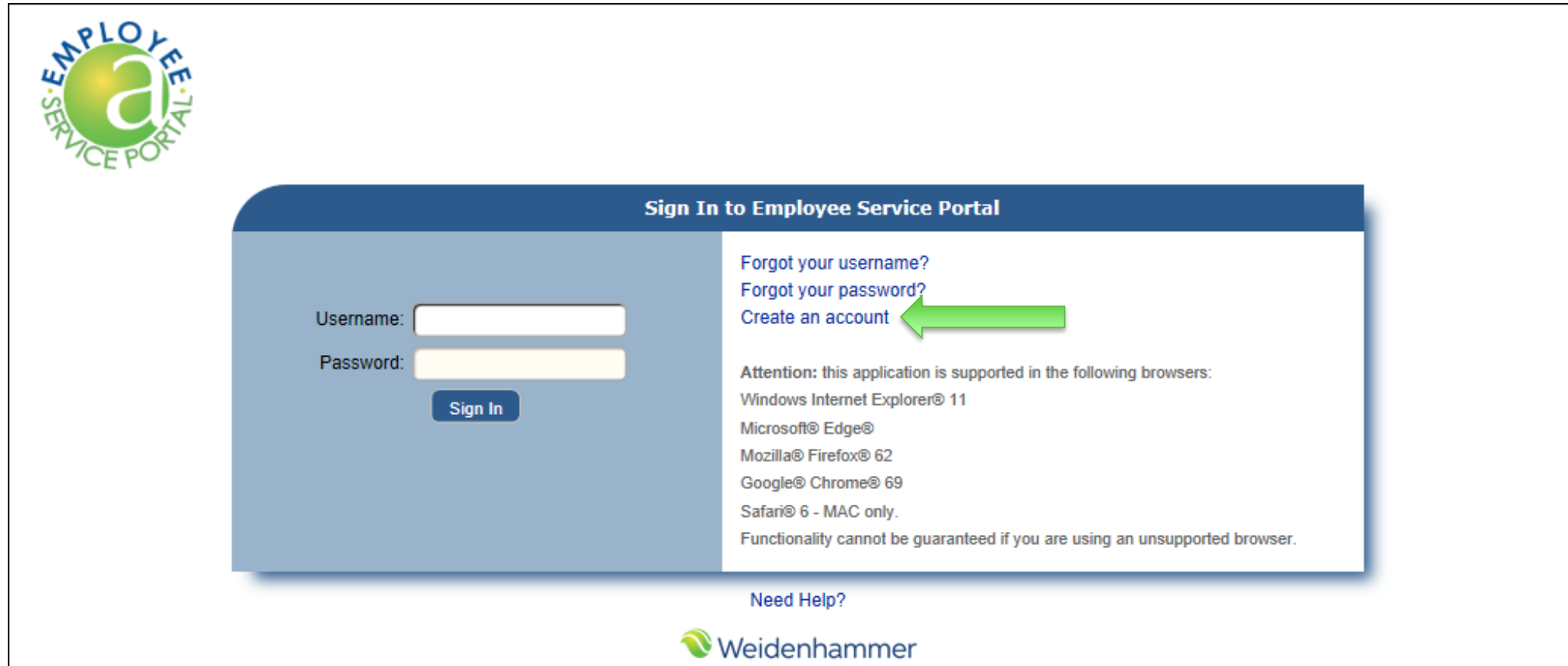





Employee Service Portal  
Session #1  
Basic User Set up

- <https://esp1.aliosolutions.net/STCHARLES/>
- Click Create an account





**Sign In to Employee Service Portal**

Username:

Password:

[Sign In](#)

[Forgot your username?](#)

[Forgot your password?](#)


[Create an account](#) ←

**Attention: this application is supported in the following browsers:**

- Windows Internet Explorer® 11
- Microsoft® Edge®
- Mozilla® Firefox® 62
- Google® Chrome® 69
- Safari® 6 - MAC only.

Functionality cannot be guaranteed if you are using an unsupported browser.

[Need Help?](#)

 Weidenhammer

- Complete this form then click Submit.

## Create New Account

Click Create New Account. Fill out information as HR has in the HR database. Click Submit. Check Email for Activation link. Follow activation link to activate your ESP account.

### Personal Information

Employee No	<input type="text"/>	First Name	<input type="text"/>
Last Name	<input type="text"/>	Last 4 of Social Security No	<input type="text"/>
Birth Date	<input type="text"/>	Zip Code	<input type="text"/>



### Profile Information

User Name	<input type="text"/>	Minimum 6 characters
New Password	<input type="text"/>	Minimum 8 characters with at least one number and one special character
Confirm Password	<input type="text"/>	
E-mail	<input type="text"/>	E-mail is used for system notifications and for retrieving login information.
Personal Question 1	<input type="text"/>	
Personal Answer 1	<input type="text"/>	
Personal Question 2	<input type="text"/>	
Personal Answer 2	<input type="text"/>	
Personal Question 3	<input type="text"/>	
Personal Answer 3	<input type="text"/>	

\*All information is required

### IMPORTANT Information as you complete this screen:

- All information fields are required.
- Your employee No now starts with a leading zero (0)
- Your personal information must be exactly as it is with Human Resources.
- You are required to create your own Personal Questions as there is not list of choices.
- Once submitted, you will receive an email to activate your account before you can actually login.

Linda Fishman ▾

[Home](#) [Benefits & Deductions](#) [Certificates](#) [Dependents](#) [Education](#) [Employee Directory](#) [Employer Forms](#) [Events](#) [Leaves](#) [Payroll](#) [Professional Development](#) [Administration](#) [Current Weather Conditions](#)

[Hammer website](#) [Google Maps](#)

### My Current Information

[Request Changes](#)

**Business** | Personal | Emergency Contacts | Dates

**Linda Fishman (063606)**

Primary Location: PARK ELEMENTARY SCHOOL (0104)  
3505 AMHERST  
P.O. Box 8839  
Address line #3  
WYOMISSING, PA 19610-0123

Orig Hire Date: 08/15/2005  
Hire Date: 07/23/2008  
Job: 3RD GRADE (3120)  
Approval Dept: 0000'100  
Office Phone: (215) 555-3600 ext: 987  
E-Mail: [\[redacted\]](#)

### System Messages

## Daily Motivation

If you are not willing to learn, no one can help you.  
If you are determined to learn, no one can stop you.  
~Author Unknown

### Quick Links

- [Deduction Request](#)
- [Demographic Requests](#)
- [Direct Deposit Requests](#)
- [Leave Requests](#)
- [Google Search Engine](#)



## Retrieve Your User Name

Forgot your user name but know your e-mail address? No problem. Simply enter your e-mail address, answer one of your personal questions, and the system will e-mail you your user name.

---

Enter your e-mail address and press enter.

Enter your e-mail address:

[Submit](#)

[Go to the Login page](#)

---

Contact the Employee Service Portal Administrator at [esadmin@anyschool.edu](mailto:esadmin@anyschool.edu) if you do not remember your e-mail address or user name.

[Need Help?](#)





## Reset Your Password

Forgot your password or just want to reset it to something new? No problem. Simply provide your user name or e-mail address, answer one of your personal questions, and the system will e-mail you a link to a page where you can change it to something new.

---

Enter your user name or e-mail address and press enter. You do not need to enter both.

Reset password using your user name:

Reset password using your e-mail address:

[Go to the Login page](#)

---

Contact the Employee Service Portal Administrator at [espadmin@anyschool.edu](mailto:espadmin@anyschool.edu) if you do not remember your e-mail address or user name.

[Need Help?](#)



# More Information to Come



- As we continue to make improvements to our Employee Service Portal we will send out emails regarding the updates.
- Should you have any questions or concerns, please feel free to email Debbie Wilcox at [dwilcox@stcharlessd.org](mailto:dwilcox@stcharlessd.org).

Thank you!