



MyView employee log in information

Internet settings

You must have Internet Explorer version 5.5 SP1 or Netscape version 6.2 as your browser. It is also important that web browsers be configured to check for a “new version” of web pages every time – not just once a day. Browsers, by default, attempt to look for a local hard drive copy of a web page instead of going back to the server. In order to force browsers to go to servers every time, they must be configured as follows:

PC Internet Explorer:

From the menu line,

1. Select Tools
2. Select Internet Options
3. Choose the General tab, Temporary Internet Files
4. Choose Settings
5. Select “Every visit to the page”
6. Click ok

PC Netscape:

From the menu line,

1. Select Edit
2. Select Preferences
3. Select the “+” next to “Advanced”
4. Select Cache
5. Select “Every Time” under the option “Document in cache is compared to document on the network”
6. Click ok

Mac Internet Explorer or Netscape:

From the menu line

1. Select Edit
2. Select Preferences
3. Scroll down to select Advanced
4. Make the Cache setting “Always” or “Every Time”

Using the access key to create your own login to myView

To access myView, you will be given an encrypted access key token. Use this token the first time you log into myView. Once you have gained access to myView, you will be guided through simple steps that will allow you to create your own user name and password.

Once you are registered with myView and have successfully created your login, you will not need your encrypted access key token for future access to myView.

The district office will provide you with the URL link (web address) and your access key token. It will look like this.

ESSAK	ESS Access Key Token	
Employee Name	KAREN SUE P TITUS	
District Number:	0279	Osseo ISD# 279
Employee Number:	1	
Access Key:	&_J]yy}E]D9{	

To register for Employee Self Service, if you have not already registered, type the following in your Web browser's address or location box:

http://d0279n03.ties.k12.mn.us/myView/apps/ess_login.asp

Please note each employee will be given one myView access token. If your token is lost before you login and establish your own password you will need to contact your district office HR department to be granted another token.
Enjoy using myView!

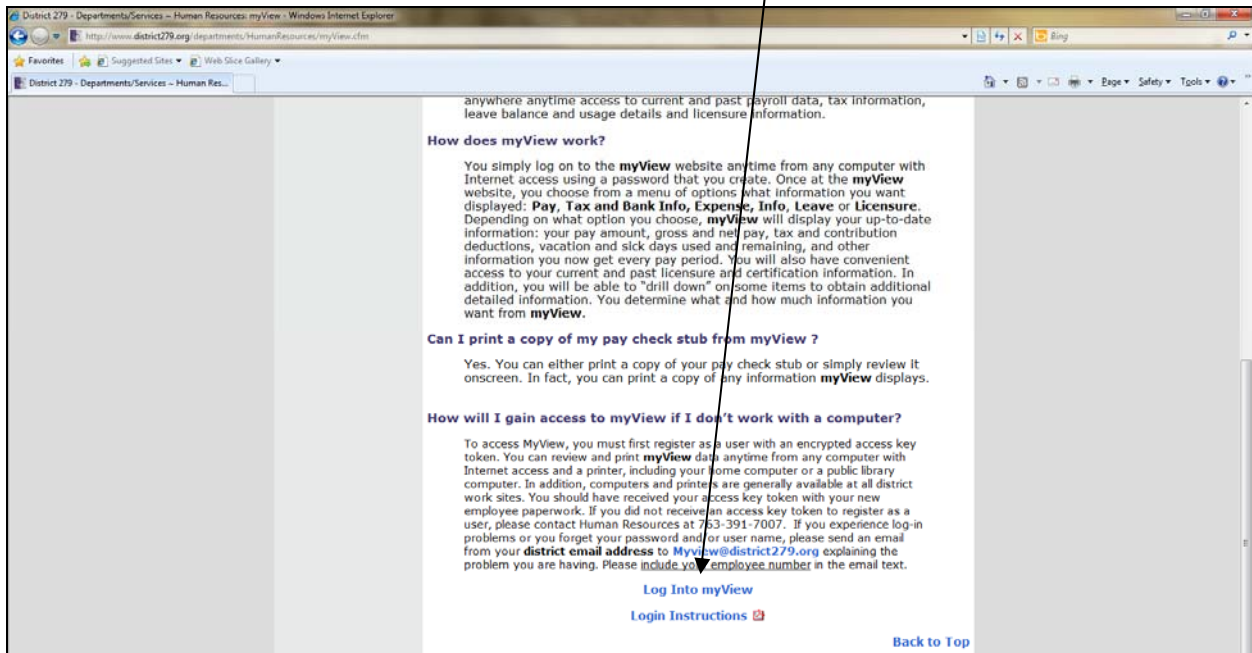
Go to Osseo Area Schools website (<http://www.district279.org>)



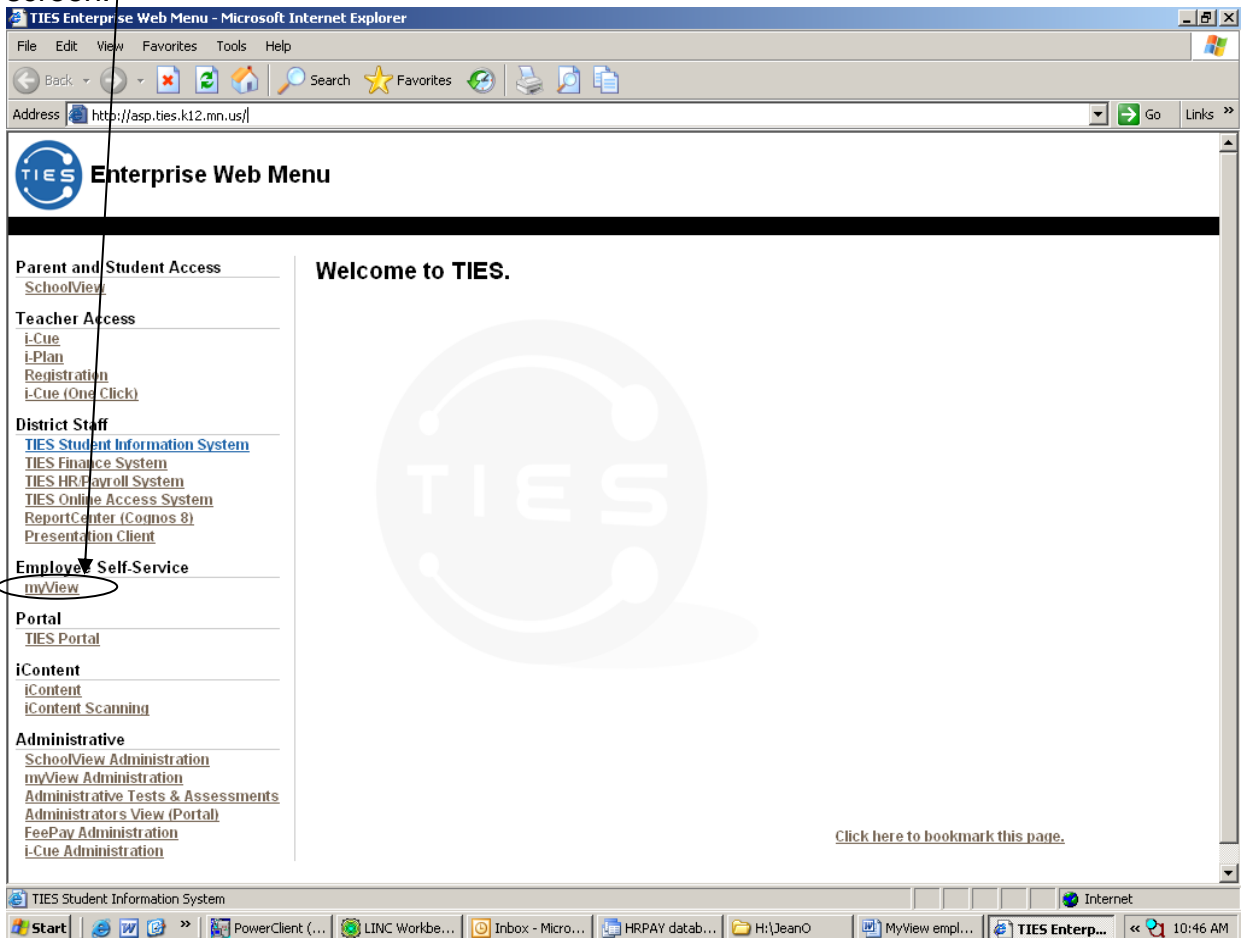
Click on **myView**



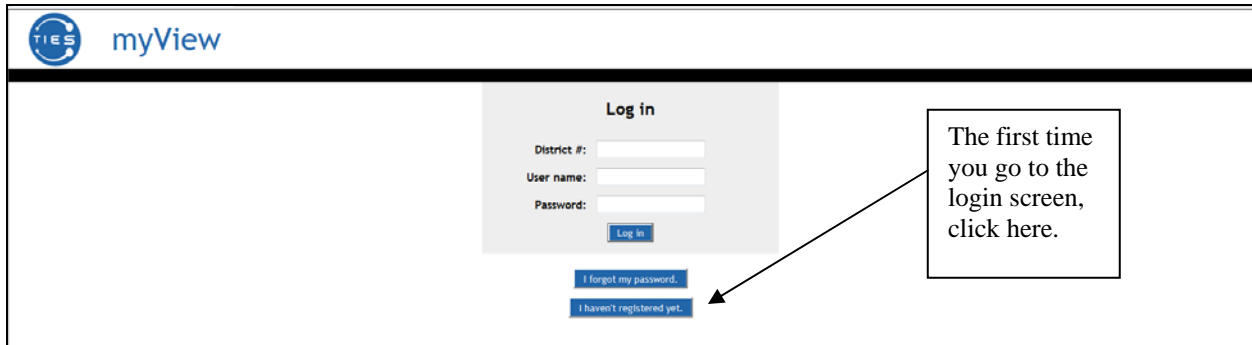
At bottom center of screen click on **Log Into myView**



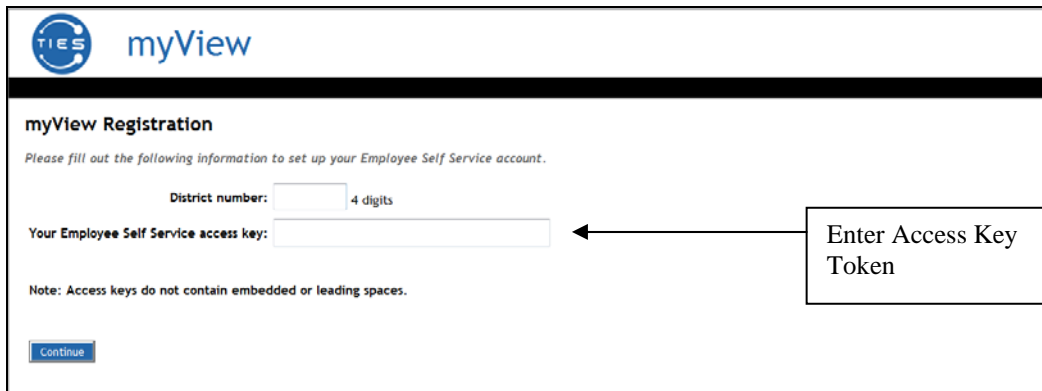
Click on myView under **Employee Self Service** to get to the log in screen.



The first time you go to the login panel, do not try to fill in the login information! Click on the “**I haven’t registered yet**” button.

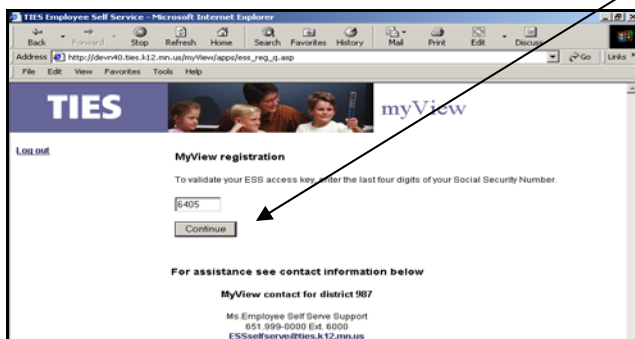


This will bring you to the screen where you use your access key token.

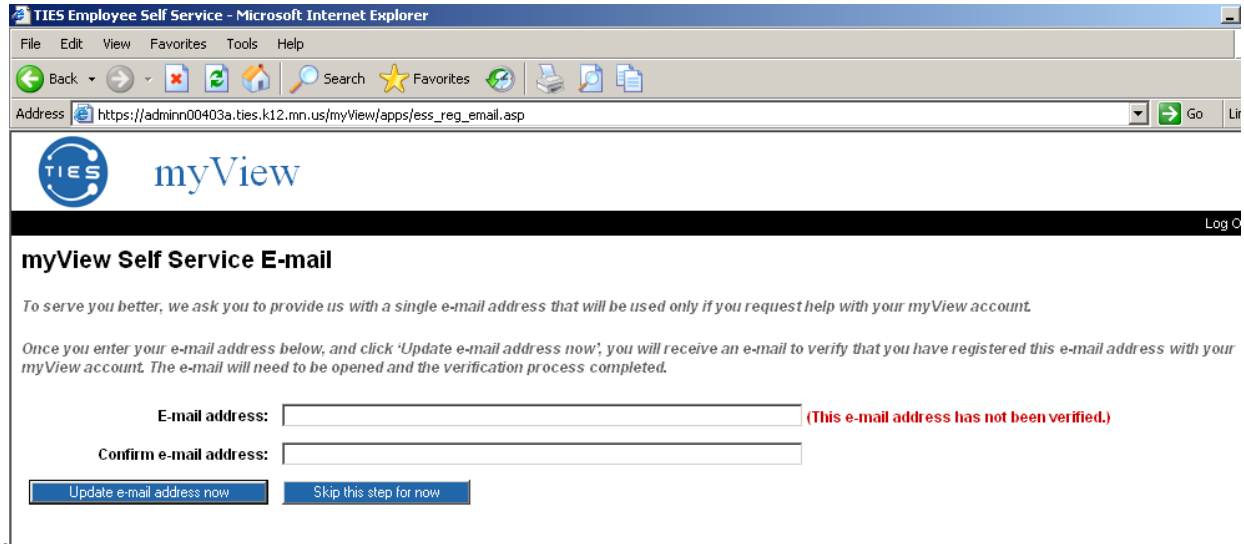


Fill in Osseo’s four-digit district number (0279) and your access key, then click “**Continue.**” Note – ACCESS KEY MUST BE ENTERED USING UPPERCASE AND LOWERCASE EXACTLY AS INDICATED ON YOUR ACCESS KEY TOKEN FORM.

For further verification, you will be asked for the last four digits of your social security number. Fill in the numbers and click “**Continue.**”



You will be prompted to supply an email address when you register. You do not need to supply an email address, but you will be prompted to do so each time you log in until you provide an email address



***** Once you've entered an email address, you will receive an email which you will need to open. When the email is opened you will be prompted to verify the email address and that completes the verification process. Your email address can be modified by you on the My Account page should you choose to change it at any time.

Define your user name and password

The next screen asks you to define your user name (**this will default to all capital letters if you use letters**) and password (**this is case sensitive**). When creating your password you must follow the password rules as defined on the screen.

TIES myView

[Log out](#) **The user name must be at least 6 characters long.**

Employee Self Service(ESS) registration

Please fill out the following information to set up your ESS account.

Preferred user name (may not contain any spaces):

Passwords Rules:

- Must be at least 08 characters long
- Must use Alpha Character in first position
- Must use Numeric Characters
- Must use UPPER and lower Case Characters
- Must use a Special Character
- May use only 04 repeating characters
- May match only 04 characters to previous passwords

Password: (Case sensitive)

Confirm password:

Choose three questions and fill in the answers

Choose three security questions to answer in case you forget your password later on. If you forget your password, you will be prompted to answer these questions. Successfully answering the questions will allow you to log in and establish a new password. If you forget your password these answers must be keyed in as originally entered. Because your answers are **case sensitive**, we suggest you write down the answers **exactly** as typed BEFORE YOU PRESS ENTER.

When you have filled in all the information, click on the **log in** button. You will then be successfully logged into myView.

Password hint: Please answer the following questions in case you forget your password.

First question:

Answer to first question:

Second question:

Answer to second question:

Third question:

Answer to third question:

[For assistance see contact information below](#)

What you will find in myView.

Click on the bold, underlined words to find your current, detailed information.

Home | **Payroll** | **myLeave** | **Personal Information** | **License** | **myTime** | **Expense** | **W-2** | **My Account** | **Log Out**

Welcome to myView
Today is 11/30/2011 1:30:32 PM
District: Osseo ISD #279

Menu Options

Payroll
Your pay information, including checks issued to you or direct deposits made

Leave Request Form
Request future leave and confirm the leave once taken.

Licensure
Your licenses and certifications. This page also has links to MDE pages.

W-2 List
A list of the W-2 forms you can see in myView

Leave Balance and History
Your eligibility and accruals for vacation, sick and other leaves

Leave Request List
A list of all your outstanding leave requests.

myTime
Your time entry portal

Expense
Your non-payroll direct deposited business expense reimbursements

News Items

Title: LOG OUT
TO ASSURE SECURITY OF YOUR PERSONAL INFORMATION ALWAYS CLICK ON LOG OUT IN THE RIGHT HAND CORNER OF YOUR SCREEN!!!

Title: CONTACT NUMBERS
Human Resources - Pls Call (763)391-7007 or Extension 27007
Payroll Questions - Pls Call (763)391-7036 or Extension 27036
Log-In Questions - Please Call (763)391-7054 or Extension 27054
Log-In Questions - Please Call (763)391-7055 or Extension 27055
Log-In Questions - Please Call (763)391-7060 or Extension 27060

Personal Information
The following links will display your personal demographic information.

Tax & Bank Info
Your tax withholding (W-4), direct deposit, and payroll information

Address & Contact Info
Your personal information, including addresses, phone numbers and your emergency contact.

Employment Verification
Your employment information, including limited work history

SAMPLE SCREENS

TIES myView

Pay | **Leave** | **Tax and Bank Info** | **Info** | **Licensure** | **Welcome** | **Menu** | **My Account** | **Log out**

This page is printer-friendly (choose Print from the File menu)

OSSEO ISD #279
11200 93RD AVE NO 1234.00
MAPLE GROVE MN 55369

BANK ACCOUNT
Account ABCDEFG

Payment Date 04/05/04
Period End 03/31/04
Micar # 0203963

W4: Fed Married/00
W4: MN Married/00

PAYMENTS	UNITS	RATE	CURR AMOUNT	DEDUCTIONS
ANN BASIC CONT				CURRENT CAL YTD
		1234.00	1234.00	

TAXES
Social Security
Medicare
Federal Tax
State Tax
RETIREMENT
PERA
***AFTER TAXES**
LIFE INS

Click here for detailed payment information.

Click date for check detail.

Click all pay

TIES Employee Self Service - Microsoft Internet Explorer

Address: https://adminn41.ties.k12.mn.us/myView/apps/ESS/Employee_leave.asp

TIES myView

Pay | **Leave** | Tax and Bank Info | Info | Licensure

Welcome
Menu | My Account | Log out

Leave Type	PERSONAL LEA	SICK	VACATION
Accrual Amount	1.00	12.00	10.00
Maximum Amount	5.00	999.00	35.00
Beginning Balance	2.00	16.50	1.00
Current Earned	1.00	12.00	10.00
YTD Earned	1.00	12.00	10.00
Current Used		5.50	2.50
YTD Used		5.50	2.50
Available	3.00	23.00	8.50
Unit Type	Days	Days	Days

Leave Totals Since 6/30/2003

Leave Reason	Units
PERSONAL ILLNESS	3.00
FAMILY ILLNESS	2.50
VACATION	10.00

[Leave Details](#)

Click here for leave detail.

TIES Employee Self Service - Microsoft Internet Explorer

Address: https://adminn41.ties.k12.mn.us/myView/apps/ESS/Leave_details.asp

TIES myView

Pay | **Leave** | Tax and Bank Info | Info | Licensure

Welcome
Menu | My Account | Log out

Date	Type Description	Reason Description	Units	Comment
03/30/2004	VACATION	VACATION	.500	
03/23/2004	VACATION	VACATION	1.000	
03/16/2004	VACATION	VACATION	1.000	
02/27/2004	SICK	PERSONAL ILLNESS	1.000	
02/06/2004	VACATION	VACATION	1.000	
01/30/2004	SICK	FAMILY ILLNESS	.500	HUSBAND
01/26/2004	SICK	FAMILY ILLNESS	2.000	HUSBAND/SURG
12/29/2003	VACATION	VACATION	4.000	
11/11/2003	SICK	PERSONAL ILLNESS	1.000	
09/23/2003	VACATION	VACATION	.500	
09/05/2003	VACATION	VACATION	.500	
08/29/2003	VACATION	VACATION	1.000	
07/28/2003	SICK	PERSONAL ILLNESS	1.000	
07/18/2003	VACATION	VACATION	.500	
07/07/2003	VACATION	VACATION	1.000	

[Back to Leave Summary](#)

Click here to return to leave summary.

TIES Employee Self Service - Microsoft Internet Explorer

Address: https://admin41.ties.k12.mn.us/myView/apps/ESS/Payroll.asp

TIES myView

Pay | Leave | **Tax and Bank Info** | Info | Licensure Welcome
Menu | My Account | Log out

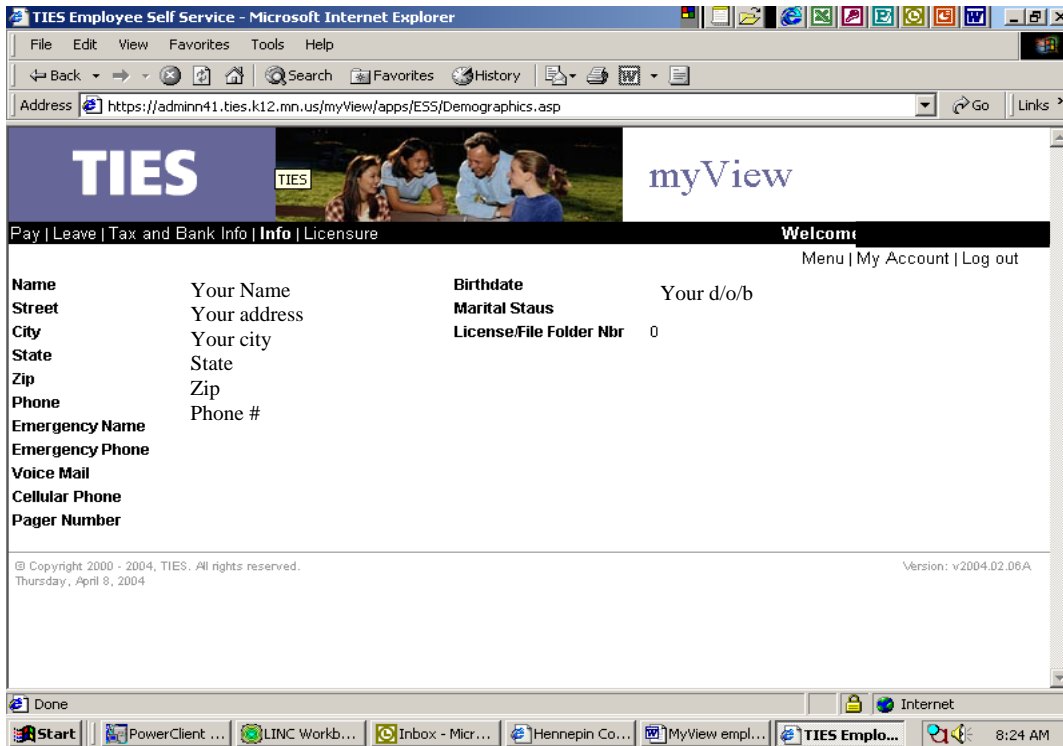
Member Nbr 9999999
Current Retirement PERA Coordinated

Federal Payroll Exemptions		State Payroll Exemptions	
Status	Married	Status	Married
Exemptions	0	Exemptions	0
Extra: Type		Extra: Type	
Amount/Rate	0.00	Amount/Rate	0.00
EIC		State Code	MN
Statutory Employee		City Code	

Employee Direct Deposit Info

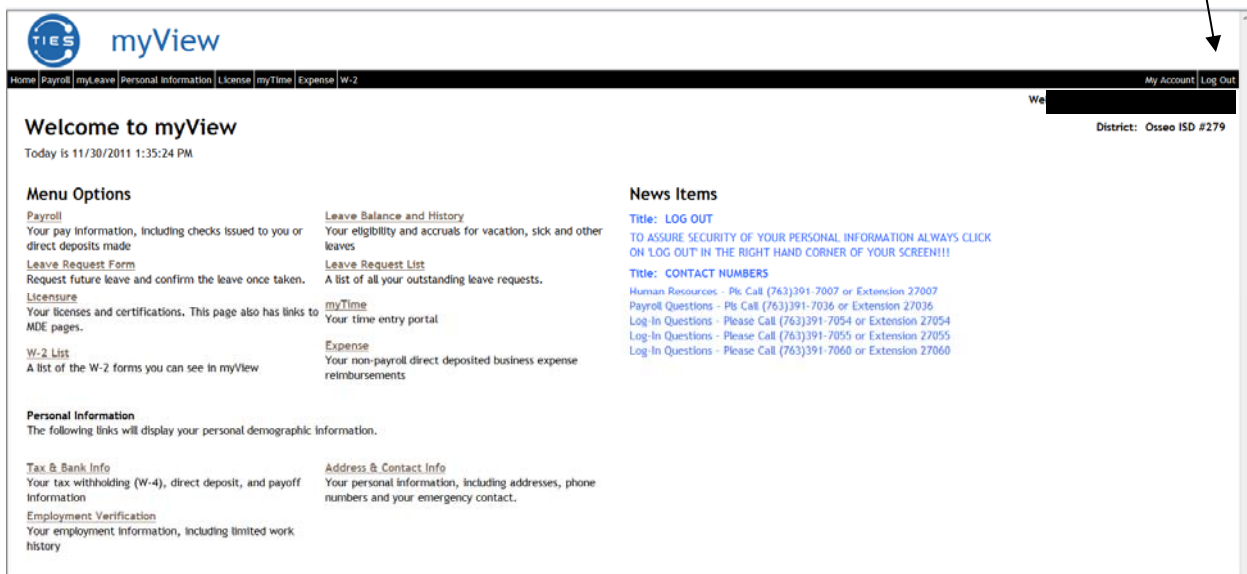
Deposit Type	Amt/Percent	Account Type	Primary Dir Dep	Bank Nbr	Account Nbr	Status	Effective Date
Percent	100.00	Check	X	XXXXX0001	1234	67891	6/29/2001

Start | PowerClient ... | LINC Workb... | Inbox - Micr... | Hennepin Co... | MyView empl... | TIES Emplo... | 8:24 AM



Logging out of myView

To assure the security of your personal information, **ALWAYS** click on “**Log Out**” when you are finished using myView. Logging out will disconnect you from the myView website.



If you forget your password:

If you forget your password, fill in your district number and user name and click on the “I forgot my password” button.

TIES Employee Self Service - Microsoft Internet Explorer

Address: https://devn40.ties.k12.mn.us/myView/apps/ess_login_secure.asp?error_msg=User%20name%20is%20required.&

TIES myView

User name is required.

Log in

District number: 0279 (4 digits)

User name: KarenSue

Password:

Log in

I forgot my password.

I haven't registered yet.

The next panel will ask you to answer your three personal questions. (You established these the first time you logged in). Answer the questions and click **continue**. Remember to answer the questions **exactly** like you entered them when you registered. (Answers are case sensitive.)

TIES Employee Self Service - Microsoft Internet Explorer

Address: https://devn40.ties.k12.mn.us/myView/apps/ess_pw_forgot.asp

TIES myView

[Log out](#)

Forgotten password

District: 0279

Username: KarenSue

Please provide the answers to the three questions you selected during myView registration.

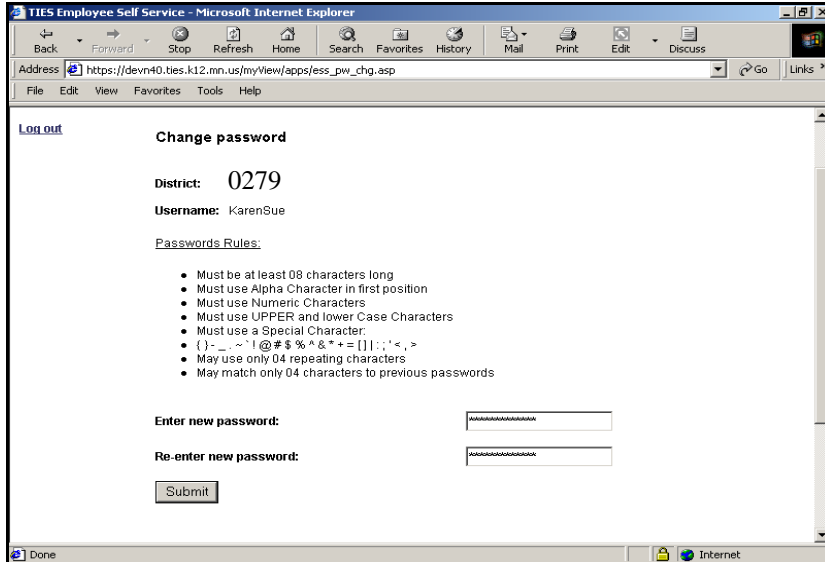
With what company did you hold your first job?
A&W

What is your favorite baseball team?
Twins

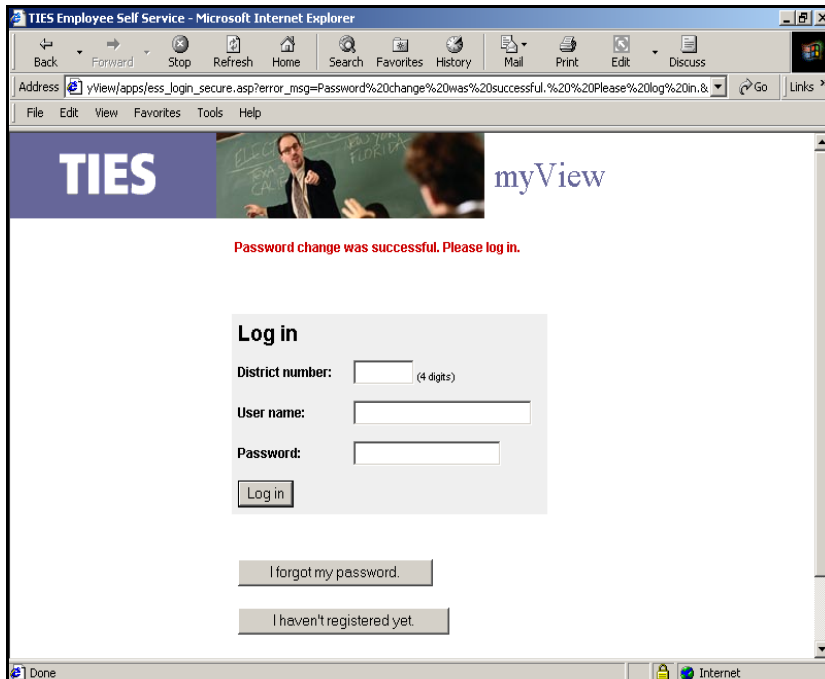
What is your nickname?
Sue

Continue

Create your new password and click **submit**.

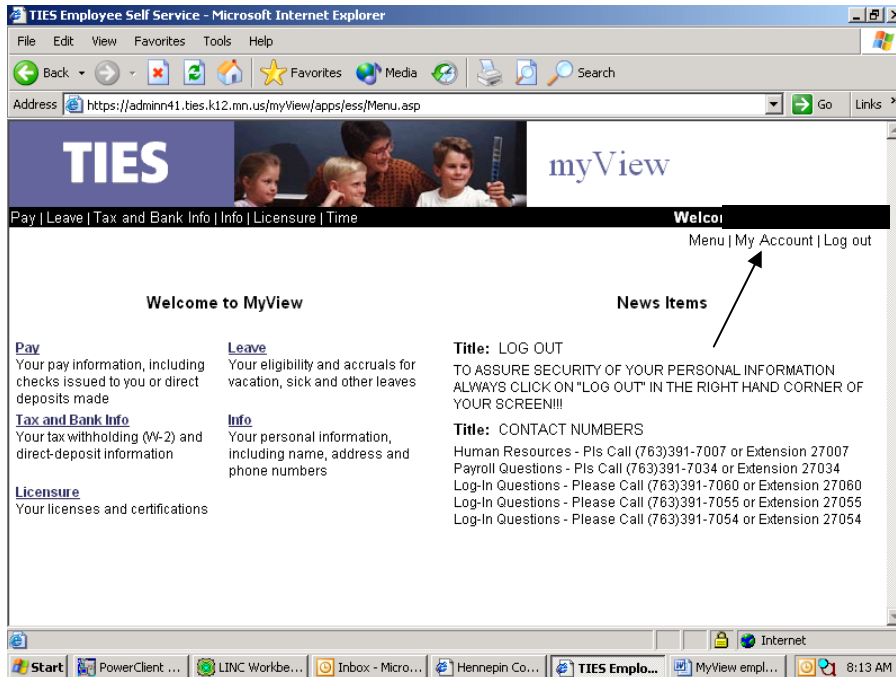


You will be asked to log in using your newly established password.



When your password expires

When your password is due to expire (the default is 365 days), click on **“My Account.”** (If your password expires before you have an opportunity to change it, on the login screen, click on **“I forgot my password”** and answer the questions to get to the screen for changing your password).



Fill out the information required and click on submit.

