

Orange Unified School District – Payroll Office

OCDE Employee Information System (EIS)

First Time User Registration Instructions

Before you get started, please have the following information available

- 10-digit Employee ID number (Example: 8000xxxxxx)
- Last 4 digits of your Social Security Number
- Date of Birth
- Valid Email Address

Open a web browser and type in the following address: <https://employee.ocde.us> or OUSD website, Staff to Staff Links

1. Once the *Welcome* to EIS screen comes up, click the **Register User** link
2. Next, read and after you agreed to the **EIS Notice and Terms of Use**, click the green **Accept** button
3. Complete all 3 sections on the **Registration Form**, click the **Continue** button
 - Please note the special Password Criteria
4. Next, the **Security Image Screen**
 - Select 3 images from an of the Image Categories
 - You may choose only 2 from the same category
 - Click on the green **Save** button
5. Next, you will receive a message indicating you will need to access your email to complete registration.
6. Log into your email account and find the email with the subject **EIS Email Confirmation**
***If you do not receive the email please be sure to check your junk email folder.**
7. Open the **EIS confirmation email** and click on the link to confirm your registration
8. Next, you will be taken back to the EIS Welcome screen indicating your EIS account has been confirmed

Access to Pay History and W2 Information

1. Click on *Online Pay Stubs or Online W2's*
2. The payment history is displayed for the current year
 - You can select previous years using the drop down box
3. Place curser on the field you wish to view or print your pay stub or W2 as a PDF file