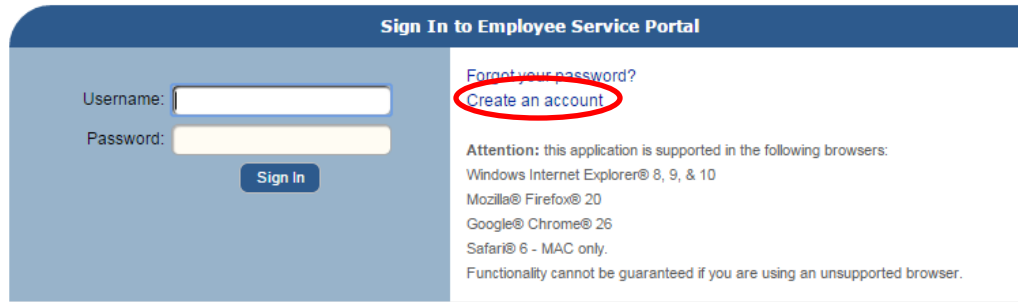


NEW Employee Portal Site for AASD Staff

Go to <http://ems.aasd.k12.wi.us/ESP/Login.aspx>

How to Create an Account



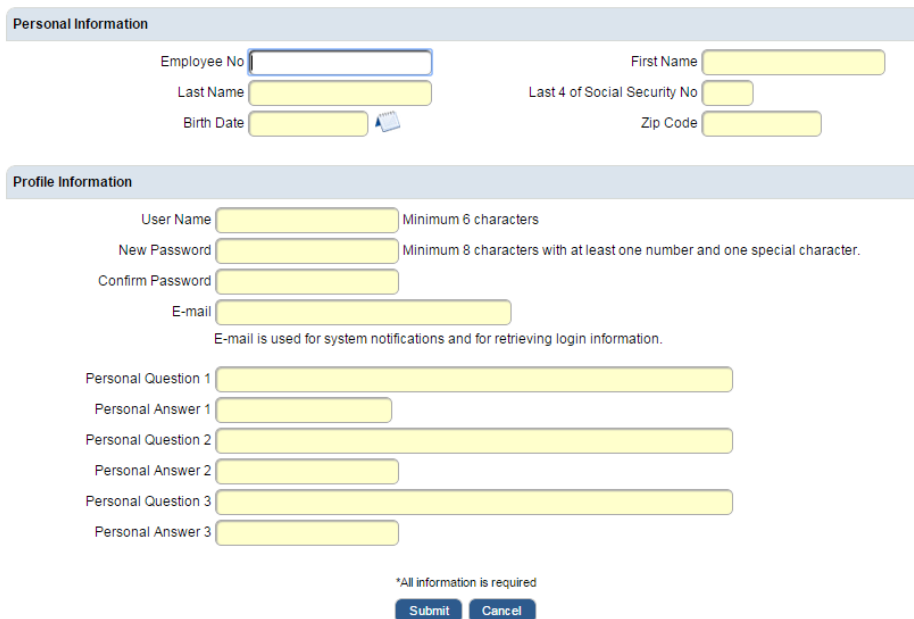
Version 6.5.2

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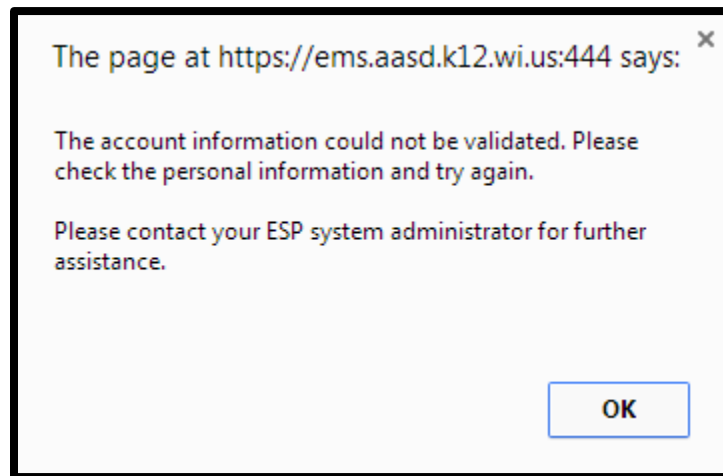
Information **must** be an exact match with what the district has on file.

- Please use full name.
- Employee ID # can be found on your security badge (last 6 digits)
 - User Name = District Windows Login (Lastnamefirstname)
- Password = 8 character min, with at least 1 number & 1 special character (!@#%^&*)
 - Email = District email recommended

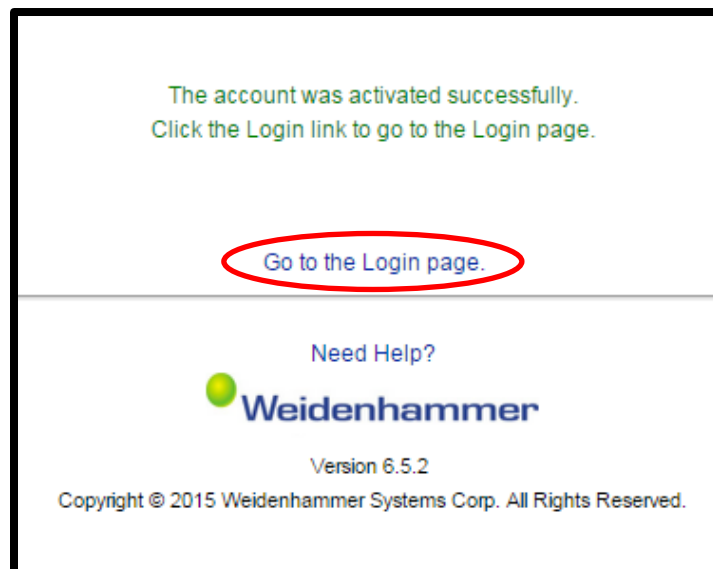
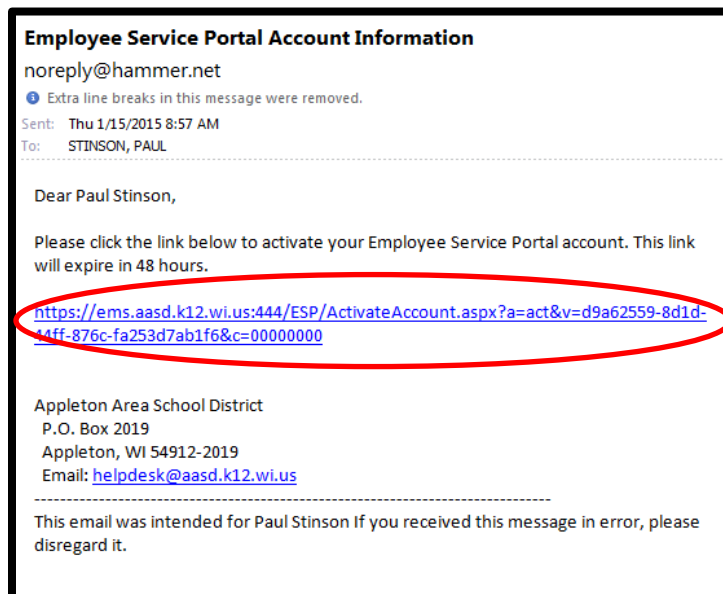
Create New Account



If information does not match what is on file you will see...



If information does match what is on file you will get a confirmation email ...



Success!!!

Comparison from old layout to new layout.



The old website will be active until 2/27/15, at which time you will need an account with the new employee portal to access this information.

If you have any questions, concerns or difficulty with this process please direct your communication to the Helpdesk (Helpdesk@asds.k12.wi.us)

THANKS!!!