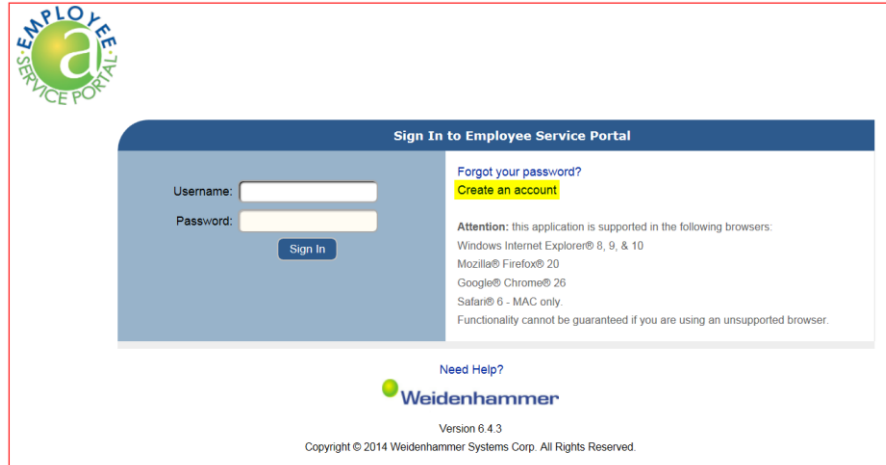


How to Create an Account for Employee Service Portal (ESP)

URL: <https://alioesp1.cesa10.k12.wi.us/rpon/>

OR Click on the URL Login link located on your school website under staff tab



The screenshot shows the login page for the Employee Service Portal. It features a blue header with the text "Sign In to Employee Service Portal". Below the header, there are two input fields for "Username:" and "Password:", followed by a "Sign In" button. To the right of the input fields, there are links for "Forgot your password?" and "Create an account". Below these links, there is an "Attention:" notice stating that the application is supported in Windows Internet Explorer 8, 9, & 10, Mozilla Firefox 20, Google Chrome 26, and Safari 6 - MAC only. At the bottom of the page, there is a "Need Help?" link, the Weidenhammer logo, the version number "Version 6.4.3", and the copyright notice "Copyright © 2014 Weidenhammer Systems Corp. All Rights Reserved."

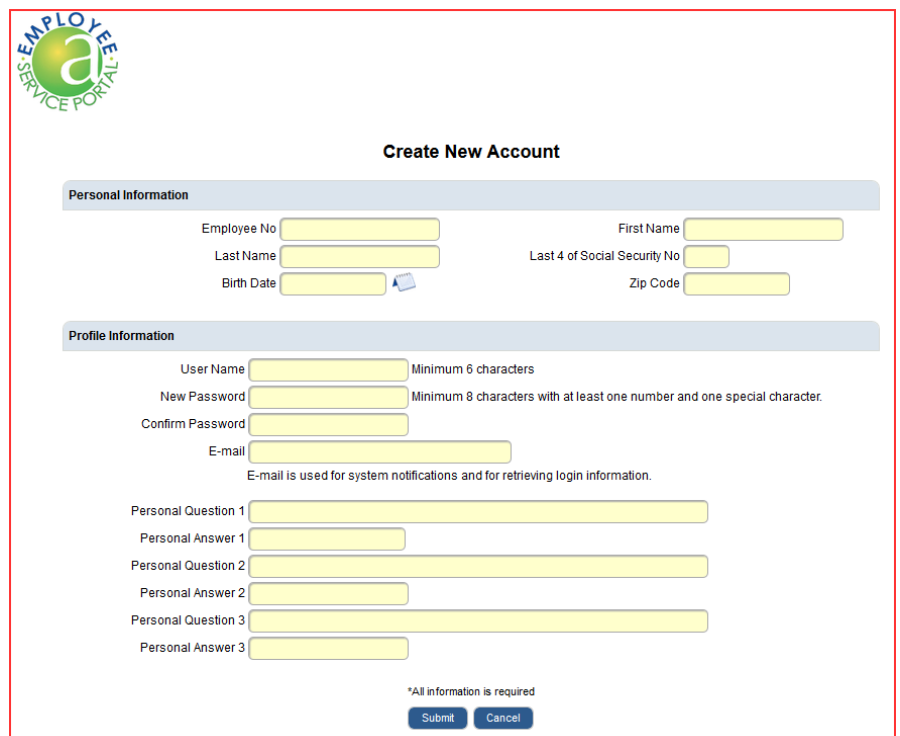
The first time you log into the site you have to setup a user name and password.

To do this you click on "Create an account". The following page will open. You will need information from your advice of deposit to create an account.

First, you need to establish your **Personal Information**.

Your Employee Number is a six-digit number that is to the right of your name and to the left of your tax exemptions as found on your pay advice. Then fill in your **legal first and last name only, as it appears on your advice of deposit**. Do not enter your middle name or middle initial.

Next, fill in the last four digits of your Social Security Number. From there, enter your birth date information (mm/dd/yyyy) and your home zip code.



The screenshot shows the "Create New Account" page. It is divided into two main sections: "Personal Information" and "Profile Information". The "Personal Information" section includes fields for "Employee No", "Last Name", "Birth Date", "First Name", "Last 4 of Social Security No", and "Zip Code". The "Profile Information" section includes fields for "User Name", "New Password", "Confirm Password", "E-mail", and three sets of "Personal Question" and "Personal Answer" fields. At the bottom of the page, there is a note that "*All information is required" and two buttons: "Submit" and "Cancel".

Profile Information

Create a user name using at least six characters. Enter a password with at least eight characters (with at least 1 number, 1 special character, 1 upper case letter, and 1 lower case letter) and re-enter it in the confirm password box. Please note that the user name and password are case sensitive.

Enter your email address which is used for system notification and retrieving login information.

Lastly, create 3 Personal Questions and Answers. These questions are used when the user requests their user name or password. Examples of security questions include your favorite hobby, mother's maiden name, the name of the college from which you graduated, and so on.

You will receive an email with a link that you will need to click on to activate your Employee Service Portal account.

Dear MARY KOUBA,

Please click the link below to activate your Employee Service Portal account. This link will expire in 48 hours.

<http://alioesp2.cesa10.k12.wi.us/CESA10DEMO/ActivateAccount.aspx?a=act&v=72945083-6c68-4c57-aa1f-1225eecbe852&c=00000000>

WI DAIRYLAND

123 MAIN STREET

MADISON, WI 54714

Email: maryann@cesa10.k12.wi.us

This email was intended for MARY KOUBA

If you received this message in error, please disregard it.

After you activate your account you will receive the following page which includes a link to the Login page.



The account was activated successfully.
Click the Login link to go to the Login page.

[Go to the Login page.](#)

[Need Help?](#)



Version 6.4.3

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After you log in to the Portal you may wish to change your Personal Application Settings as shown below:

From Home page click on "Account" at top right corner to change Application Settings

- Check box(es) if you want your Address/Phone/Email to display what other users can see when viewing your Personal Card in the Employee Directory.
- Change "Calendar Start Month" to July (will display Payroll and Leaves calendars as July through June).
- Click "Save" (bottom right corner).
- To get back to the first page click "Home" on the left navigational menu.

EMPLOYEE SERVICE PORTAL

SUE HETCH
[Need Help?](#) [Account](#) [Log Out](#)

Home
Benefits & Deductions
Certificates
Leaves
Payroll
Employee Directory
Employer Forms

Account

Application Settings

E-mail
E-mail Address:

Personal Directory Settings
Show Home Address:
Show Home/Cell Phone:
Show Home E-mail:

Preferences
Calendar Start Month:

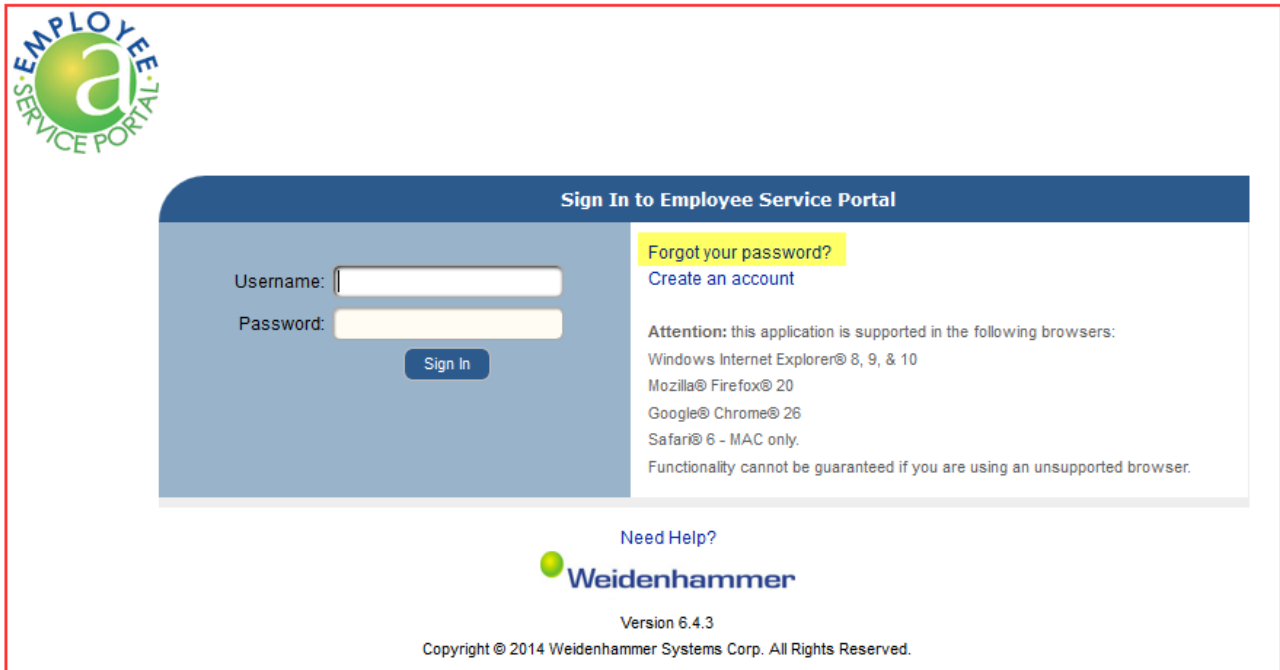
User Account
Security Questions

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Click on the appropriate link on the left navigational menu to view other information such as Payroll, Leaves, Forms, etc. "Home" will take you back to the Home page.

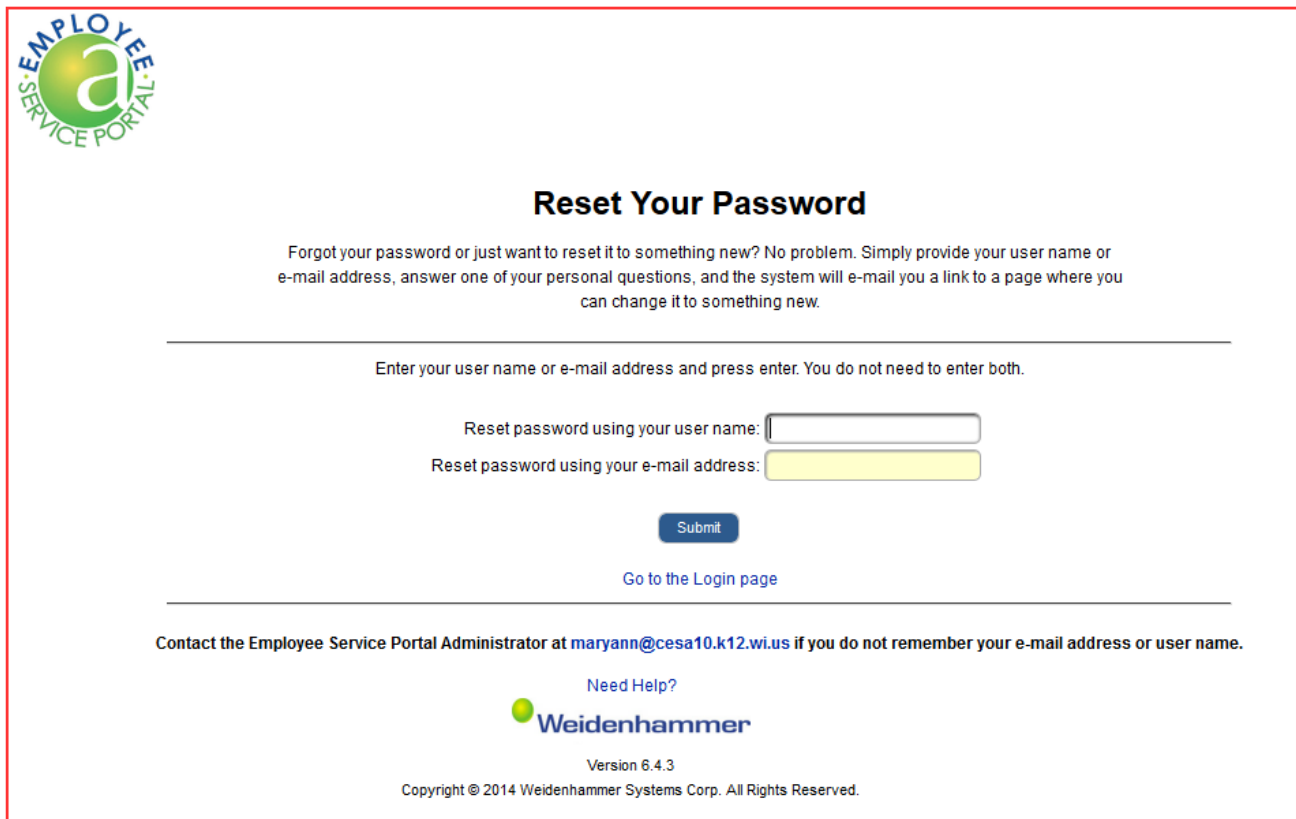
Click "Log Out" (top right corner) when you want to close the Portal.

If you forget your user name or password click on "Forget your password/user name?" link on the login page.



The image shows the 'Sign In to Employee Service Portal' page. In the top left corner is the 'EMPLOYEE SERVICE PORTAL' logo. The main heading is 'Sign In to Employee Service Portal'. Below this, there are two input fields: 'Username:' and 'Password:'. A blue 'Sign In' button is positioned below the password field. To the right of the input fields, there are two links: 'Forgot your password?' (highlighted in yellow) and 'Create an account'. Below these links is a section titled 'Attention: this application is supported in the following browsers:' which lists 'Windows Internet Explorer® 8, 9, & 10', 'Mozilla® Firefox® 20', and 'Google® Chrome® 26', with a note that 'Safari® 6 - MAC only' and that 'Functionality cannot be guaranteed if you are using an unsupported browser.' At the bottom of the page, there is a 'Need Help?' link, the Weidenhammer logo, 'Version 6.4.3', and a copyright notice for 2014 Weidenhammer Systems Corp.

You will be prompted to enter your user name OR email address. The system will email you a link to a page where you can change it.



The image shows the 'Reset Your Password' page. In the top left corner is the 'EMPLOYEE SERVICE PORTAL' logo. The main heading is 'Reset Your Password'. Below this is a paragraph explaining the process: '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.' Below the paragraph is a horizontal line and the instruction: 'Enter your user name or e-mail address and press enter. You do not need to enter both.' There are two input fields: 'Reset password using your user name:' and 'Reset password using your e-mail address:'. A blue 'Submit' button is located below the input fields. Below the button is a link: 'Go to the Login page'. At the bottom of the page, there is a horizontal line and the text: 'Contact the Employee Service Portal Administrator at maryann@cesa10.k12.wi.us if you do not remember your e-mail address or user name.' Below this is a 'Need Help?' link, the Weidenhammer logo, 'Version 6.4.3', and a copyright notice for 2014 Weidenhammer Systems Corp.

hankek@ripon.k12.wi.us