

# TULARE COUNTY OFFICE OF EDUCATION

## E-Portal Instructions for Employees

If you wish to access your APD stubs, copies of your check stubs and W-2 documents electronically, at your convenience, from any location, you will need to create an E-Portal account. You may also be able to access absence information, IF your district uses the TCOE Absence System. You must have a PIN issued by your work district and a valid email account to sign up with the E-Portal System.

### Summary Steps:

- Request PIN number from the PUSD Payroll department
- Go to <https://eportal.tcoe.org/>
- Click link “Click here to Register if you don’t have an account” at bottom of page
- Input employee verification information, click “verify employee”
- Create a new account by completing all fields, click “create user”
- Receive email from [eportal@tcoe.org](mailto:eportal@tcoe.org), click on link in email to activate
- The system will automatically direct you to the Log In screen
- At Log in screen input your username, password and district, click “Log In”
- The system will automatically send you to consent page - read, check and save as preferred
- View documents, make desired changes in “Account/Profile”, or Log Out
- Remember and Secure your PIN, username, email, password and security answers

If you would like to view more detailed instructions that include system screenshots, please continue to the next pages.

## Detailed Steps:

Contact the PUSD Payroll department for a PIN number. You will not be able to register for E-Portal without a PIN. After you have your PIN, go to the registration website at:

<https://eportal.tcoe.org/>

The screenshot shows the homepage of the Tulare County Office of Education Employee Portal. At the top left is the logo for Tulare County Office of Education, with the name of the County Superintendent of Schools, Jim Vidak. At the top right is a "[ Log In ]" link. Below the header is a navigation bar with "Home" and "Help" buttons, and a blue link that says "Click here if you already have an account created". The main content area is titled "WELCOME TO TULARE COUNTY OFFICE OF EDUCATION - EMPLOYEE PORTAL" and contains several paragraphs of text. The first paragraph explains the purpose of the portal. The second paragraph, under "Absence Information", states that it is only available if the school district uses the Tulare County Office of Education Absence System. The third paragraph, under "Electronic Payroll Stubs and Form W-2s", explains that they can be accessed and printed as far back as Calendar Year 2001, and that employees can choose to receive electronic statements or printed copies. Below this is a red Adobe Reader icon and a link to "Click here to download Adobe Reader". At the bottom of the page, under "INITIAL REGISTRATION", there is a blue link that says "Click here to Register if you don't have an account." A red arrow points from the text "Click here to register" to this link.

Go to Initial Registration at the bottom of the page and click “Click here to Register if you don’t have an account”.

This will take you to the “Employee Verification Information” screen.

The screenshot shows the "Employee Verification Information" screen. At the top left is the Tulare County Office of Education logo and name, with the name of the County Superintendent of Schools, Jim Vidak. At the top right is a "[ Log In ]" link. Below the header is a navigation bar with "Home" and "Help" buttons. The main content area is titled "Employee Verification Information" and contains several input fields: "EPortal PIN:" with a text box and a help icon; "Soc Sec No:" with a text box containing "--"; "Date of Birth:" with a text box containing "mm/dd/yyyy" and a calendar icon; "Zip Code (Employee mailing address):" with a text box; and "Work district:" with a dropdown menu. At the bottom of the form is a "Verify Employee" button. A red arrow points from the text "After inputting into all fields, click here" to this button.

The system will then take you to the screen to “Create a New Account” as shown below.

## CREATE A NEW ACCOUNT

Use the form below to create a new account.

Please note the Password Requirements.

### Password Requirements

- Password must contain at least 8 characters
- Password must contain at least 1 upper case letter
- Password must contain at least 1 lower case letter
- Password must contain at least 1 number
- At least 1 special character required ( ` ~ ! @ # \$ % ^ & \* ( ) \_ + - = [ ] { } \ | ; : ' , < . > / ? )
- Password can not contain a username

### Account Information

User Name:

Password:

Confirm Password:

E-mail:

Confirm Email:

### Security Questions

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Click the arrows at each question box to select from a list that you prefer to answer – you must have three questions and answers to continue

You must have a valid email account to use the system

Input information/answers into all of the fields and then click “Create User” at the bottom of the page.

You will see this message: close and go to your email.

Tulare County  
Office of Education  
Jim Vidak, County Superintendent of Schools

[ Log In ]

Home Help

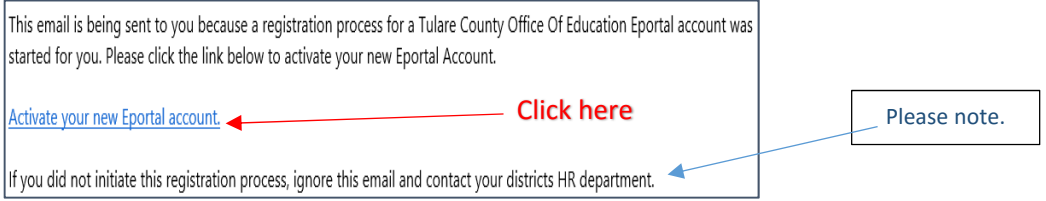
### ACCOUNT ACTIVATION REQUIRED

You have successfully registered.

There is still **one more step** to complete before your account becomes active.

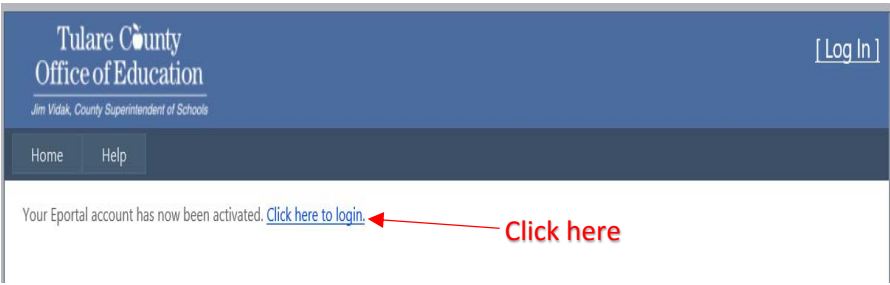
We have sent you an activation email to the email you entered during this registration. Please follow instructions in email to activate your Eportal account before logging in.

You will see an email from [eportal@tcoe.org](mailto:eportal@tcoe.org) that will look like this:

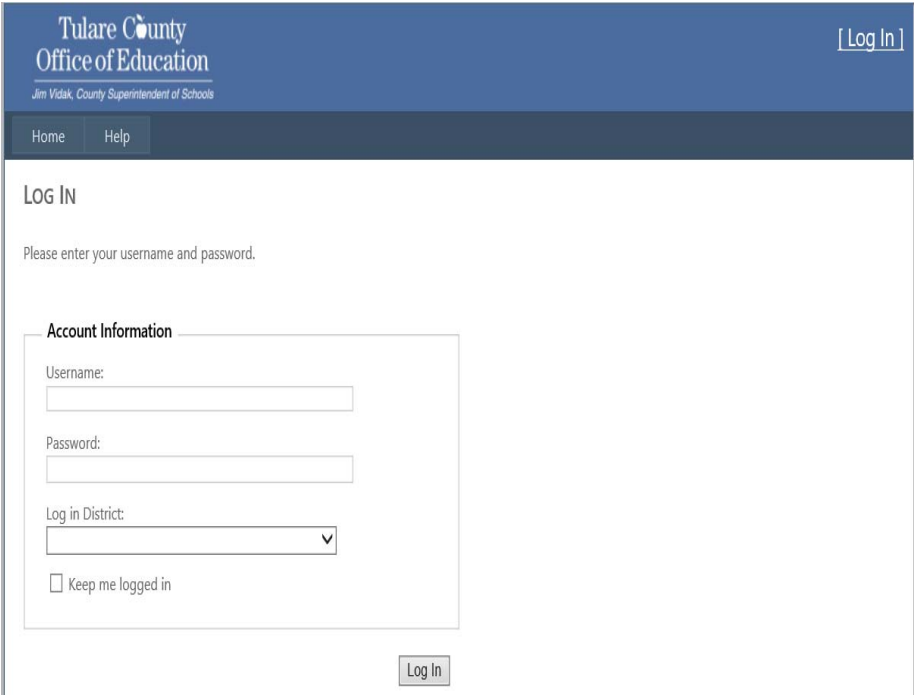


You must click on the link in the email to activate your account.

Clicking on the link above will automatically direct you to this screen:



Clicking on the above link will automatically take you to the Log In screen below:



Enter your Username, Password, District, and click Log In. You will automatically be directed to the consent selections as shown below:

If you do not consent to receive your APD/Payroll Stub electronically, you will receive a paper version of any future APD(s)/Payroll Stub(s).

My choice

I consent to receive any future APD(s)/Payroll Stub electronically  **Check here**

I acknowledge and understand the instructions provided to me.

**Click here**

### ELECTRONIC W2 CONSENT

Please select the check below to indicate whether you want to receive your W-2 electronically or a paper version. If you select to receive an electronic version of your W-2 form and subsequently decide to revoke your selection, you must return to this page and uncheck the box.

If you consent to receive your W-2 electronically, you will not receive a paper version of your W-2. You agree to be responsible to print all copies necessary for tax filing and any other purposes.

If you do not consent to receive your W-2 electronically, a paper version will be printed and mailed to you each year.

- Your W-2 can be accessed using any computer with internet access.
- You may retrieve your W-2 form via "W-2 Forms" tab within this Employee Portal.
- Your electronic W-2 will be available by January 31 each year that your consent is in force.
- If you file your tax returns on paper, you will be required to print multiple copies of the electronic W-2 and attach it to your federal, state and local income tax returns.
- Federal Regulations require that your current year W-2 be available online until October 15th of the current year. Current and past W-2 forms will remain to be available until you decide to revoke your consent selection or this service is no longer supported.

If you check the box below to receive your W-2 electronically, your selection will be valid all subsequent years unless revoked by you, this service is not supported in a future tax year.

If after consenting to receive your W-2 electronically in any year, you decide to receive a paper version you must uncheck the box below before January 15th. Any revocation of consent after this date will be effective for subsequent tax years.

If you wish to receive a paper copy of your W-2 after the January 15th deadline, you must first revoke your consent by returning to this page and unchecking the box. Then you must submit a "Request for IRS Form W-2" to your payroll department for processing. No paper copies of W-2's will be printed for any employee who has elected to receive their W-2 electronically.

### ELECTRONIC W-2 CONSENT

My choice

I consent to receive W-2 electronically  **Check here**

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

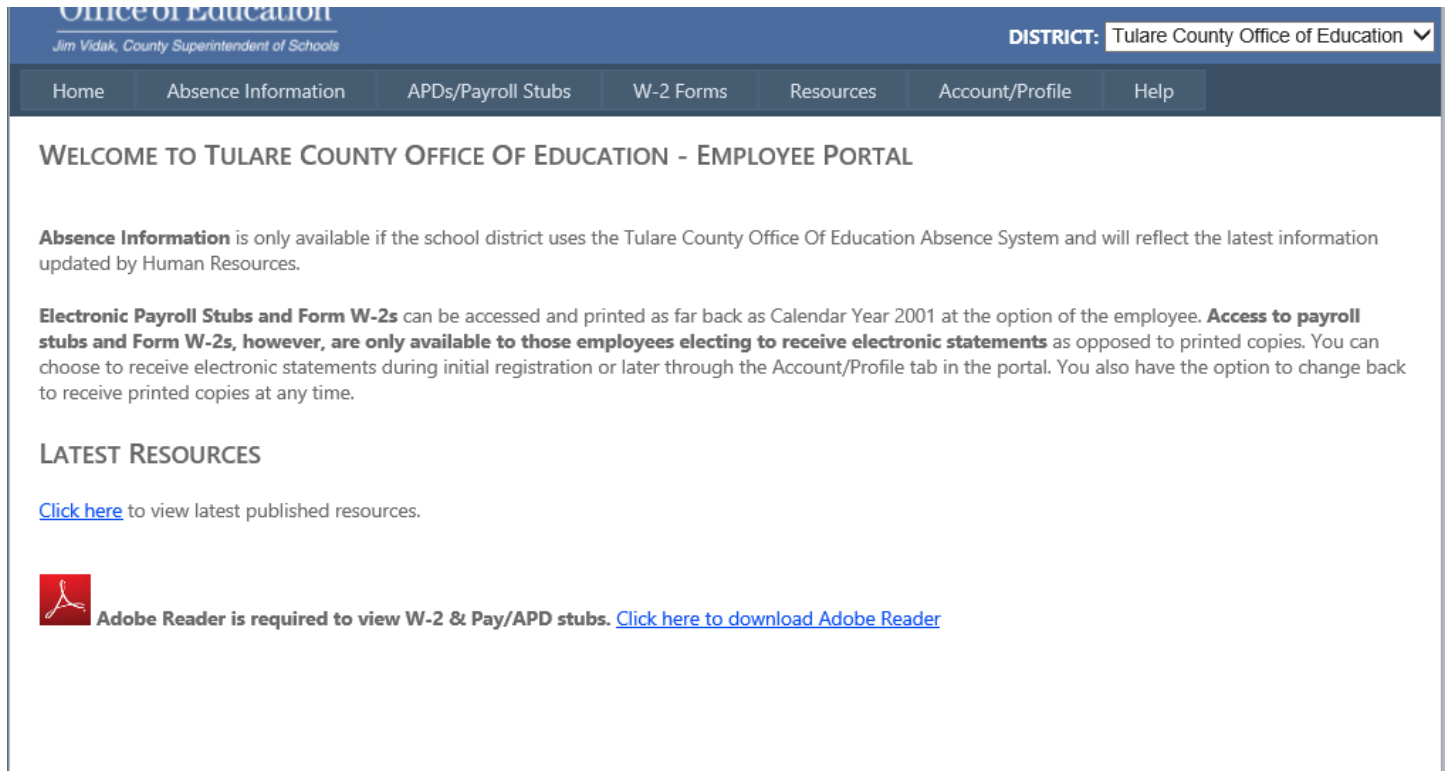
**Click here**

Read all of the consent information. You will be asked to choose your consents and save. You must check and save if you want to view and print your own APD and W-2 documents through the E-Portal system. After saving, you will see the following displays:

**APD consent as been saved successfully.**

**W2 consent as been saved successfully.**

You are now registered and currently logged into the E-Portal System. From here you can go to any of the menu items as listed below or Log Out in the top right corner of the screen. Please note that if you work in multiple districts, you can use the drop down menu [District:] to select and view documents from each district.



Office of Education  
Jim Vidak, County Superintendent of Schools

DISTRICT: Tulare County Office of Education

Home Absence Information APDs/Payroll Stubs W-2 Forms Resources Account/Profile Help


## WELCOME TO TULARE COUNTY OFFICE OF EDUCATION - EMPLOYEE PORTAL

**Absence Information** is only available if the school district uses the Tulare County Office Of Education Absence System and will reflect the latest information updated by Human Resources.

**Electronic Payroll Stubs and Form W-2s** can be accessed and printed as far back as Calendar Year 2001 at the option of the employee. **Access to payroll stubs and Form W-2s, however, are only available to those employees electing to receive electronic statements** as opposed to printed copies. You can choose to receive electronic statements during initial registration or later through the Account/Profile tab in the portal. You also have the option to change back to receive printed copies at any time.

### LATEST RESOURCES

[Click here](#) to view latest published resources.

 Adobe Reader is required to view W-2 & Pay/APD stubs. [Click here to download Adobe Reader](#)

### Tips/Reminders:

- Secure all data that you input into the system. You will always be prompted for your user name, password and work district when logging into the system. You will also need your “Employee Verification Information” should you need to retrieve your user name, AND your security responses if you wish to reset your password. Your district does not have access to recover your password.
- If possible, try to activate your account ( from the email you receive from [eportal@tcoe.org](mailto:eportal@tcoe.org)) soon after creating your account.
- Please note that if you work in multiple districts, you will only need to register and activate one E-Portal account. You do not need to get PINs from each district that you work for.
- In the E-Portal system, under the Account/Profile tab, you can change your user information, including password, security questions/responses and consents.
- If you do not consent to receive your pay documents electronically, you will not see documents under the APDs/Payroll Stubs tab, and will be directed to the consent screen.
- If you do not consent to receive your W-2’s, you will not see documents listed under the W-2 forms tab, and will be directed to the consent screen.
- Contact the PUSD Payroll department or for assistance with the E-Portal system.