

1. Click the “Register” link on the TEAMS Employee Service Center Welcome Page



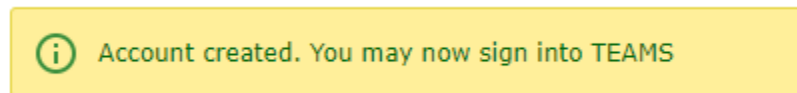
Welcome to the Life School of Dallas Employee Service Center

Please log in with your TEAMS user ID and password.

[Forgot Password](#) | [Forgot User ID](#)

Need an Account? [Register](#)

2. Enter data into required fields and click the “Next” button
  - Last 4 SSN digits
  - Date of Birth
  - Last Name
3. Select a method to confirm your identity and click “Next”
  - Text –To receive a text with a confirmation number to the phone number on record for you.
  - Voice – To receive a voice message to the phone number on record for you.
4. Enter the access code you received and select “Ok”
  - If you did not receive an access code you can select to have it resent
  - If you believe that Life School does not have your current phone number on record, please contact [Nicole.Ramon@lifeschools.net](mailto:Nicole.Ramon@lifeschools.net) with updated contact information.
5. Specify a new User ID and Password and click “Submit”
  - The User ID must be new and unique
  - Do not use a former district username
6. You will receive a message showing that your account has been created.



7. You can now sign-on to the Employee Service Center with your New Teams Account to view the following:
  - Paychecks
  - Payroll Deductions
  - Tax Withholding (W-4)
  - W-2 & 1095
  - Direct Deposit Information