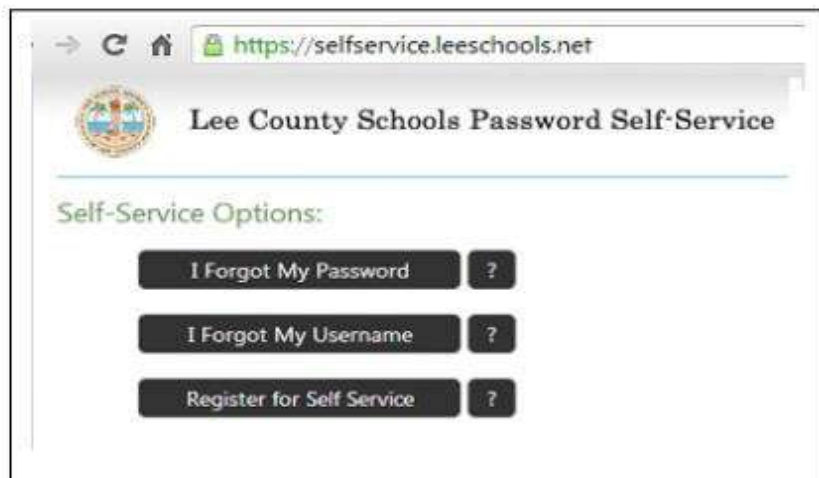


New Self Service web-site for Substitute Teachers

<https://selfservice.leeschools.net>

For the 1st time, substitute teachers (and all Lee Schools employees) can now:

1. Find out what their current username is. (Primarily for new or transferred employees.)
2. Register for Self Service so in the future they can reset their own passwords.
3. (Once registered), can reset their password if ever they forget it or it expires after the 90 days.



USERNAME:

PASSWORD:

Email:

@leeschools.net

DID:

PIN:

SafeSchools: Ic-

✓ New Substitute teachers will want to first find out what their username is.

- Select "I forgot My Username"
 - Enter the last 4-digits of your SSN
 - Enter your last name
 - Click "Lookup Username"

✓ All employees are required to Register for Self Service

- Employees must already know their password for this step*
- Select "Register for Self Service (there may initially be a delay – be patient)

Answer at least 3 of these 5 questions:

- ✓ What is your mother's maiden name?
- ✓ What was the name of your High School?
- ✓ Who was your childhood best friend?
- ✓ What was your first car?
- ✓ What is your favorite movie?

*Note: The initial password for substitute teachers is their 9-digit Emp ID # (D.I.D)

If you do not know your password or it has expired beyond 90 days and have not yet registered for Self Service, please contact the Help Desk at (239) 337-8221, Mon-Fri, 7am-4:30pm for a password reset.

- ✓ Once employees have successfully registered for Self Service, at anytime from anywhere they can choose the "I forgot My Password" button and reset their password to a new one. The new password requirements are: A minimum of 6 characters and – none of the past 5 passwords can be used.

Please note: With your School District e-mail account username and password you can:

- Log on to a school computer
- Read School District e-mail: [Http://mail.Leeschools.net](http://mail.Leeschools.net)
- Log in to PeopleSoft to register for classes or view employment records: [Https://Peoplesoft.Leeschools.net](https://Peoplesoft.Leeschools.net)
- Take your Acceptable Use of Internet and Technology Training course: [Http://AcceptableUse.Leeschools.net](http://AcceptableUse.Leeschools.net)
- (Once registered), reset your e-mail account password by answering the security questions: [Http://Selfservice.Leeschools.net](http://Selfservice.Leeschools.net)