# *Instructions: Logging into Payroll Department Share Point website*
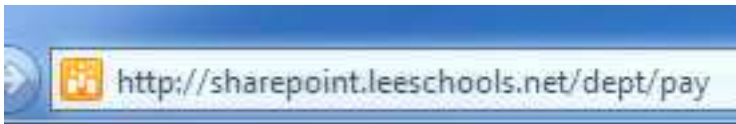
<mark>How to sign into the Payroll Share Point Site from a school district computer:</mark> **(**You will need to be logged into the network/webmail username and password)

**Type this website in your browser:**  http://sharepoint.leeschools.net/dept/pay
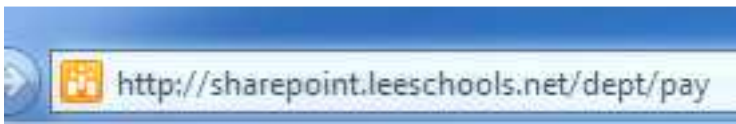


**You will need to put in a User ID and Password. The password information is the same as your** *Network/SDLC/Web mail/PeopleSoft Username and Password. If you forgot or your password is expired you will need to contact the IT Help Desk at 337-8221.*

**Click on "Substitute Information"**

---

<mark>How to sign into the Payroll Share Point Site from your personal computer:</mark>

**Type this website in your browser:**  http://sharepoint.leeschools.net/dept/pay



You will come to the site where it says *The School District of Lee County Secure Login*.

**You will need to put in a User ID and Password. The password information is the same as your** *Network/SDLC/Web mail/PeopleSoft Username and Password. If you forgot or your password is expired you will need to contact the IT Help Desk at 337-8221.*

**You may be prompted to enter your username and password twice.**

**Click on "Substitute Information"** **when you get to the Share Point website.**