

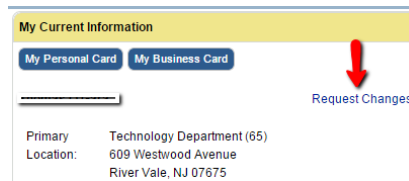
## EMPLOYEE PORTAL DEMOGRAPHICS CHANGES:

Please be advised that you may now request changes to your personal demographic information in the Employee Portal. These changes will be reflected in your official employee record.

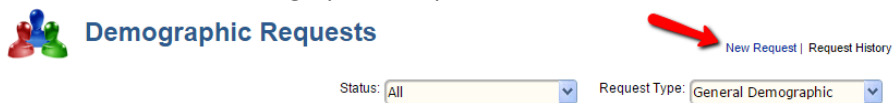
**NOTE: These changes will not automatically be made to our Emergency Alert System, Honeywell.**

Please open a Schooldude Support Ticket or contact the technology department to make contact changes for Honeywell.

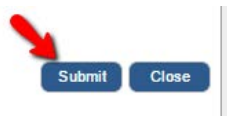
Log on to the Employee Portal and click on REQUEST CHANGES



Once on the Demographics Requests Screen, click NEW REQUEST



On the next screen, make necessary changes/additions to your information and click SUBMIT



You now see the status of your current and past requests. Once requests are approved the status will be updated.

Request History			
Request Date	Request Type	Status	Next Approver
02-02-2015 15:14:51	General Demographic	Pending	Thomas O'Gara
02-02-2015 14:58:09	General Demographic	Approved - Finalized	--