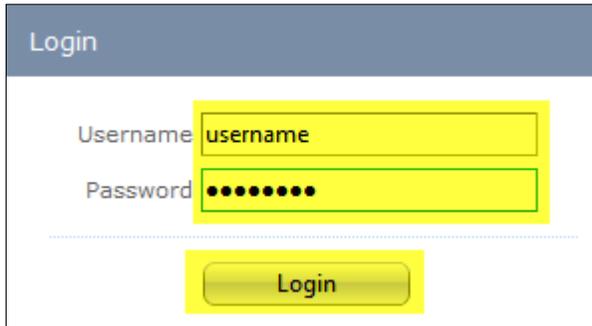# Using the Employee Directory

1. Click the **link to the Web Portal**, most likely on your school's website.

2. Enter your **username** and **password** then click **Login**.

3. Please click **Paycheck History**:

4. Select **each building** you want to view; click **Select All** to see all buildings.

5. Click **Generate List**; the directory appears. You can **select a letter** to view the directory alphabetically by last name.