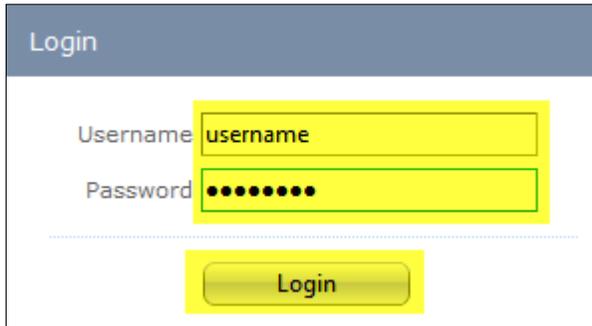


## Using the Employee Directory

1. Click the [link to the Web Portal](#), most likely on your school's website.
2. Enter your [username](#) and [password](#) then click [Login](#).



A screenshot of a login form titled "Login". It features two input fields: "Username" containing the text "username" and "Password" containing seven black dots. A "Login" button is positioned below the fields. The entire form is highlighted with a yellow border.

3. Please click [Paycheck History](#):



A screenshot of the Harris School Solutions Web Portal. The header includes the Harris School Solutions logo, the text "HARRIS School Solutions", and "Web Portal Washington School District" with a date of "9/6/2018". A navigation bar contains tabs for "Financial", "Student", "Portal Admin", and "ProSoft Admin". Below the navigation bar, a list of menu items is displayed, with "Employee Directory" highlighted in yellow. The menu items include:

- Act 48 Credit Report  
View your earned ACT 48 credits.
- Act 48 Registration  
Register for an ACT 48 classes offered at your site.
- Absence Report  
View your absences.
- Employee Certifications  
- View your certifications.
- Paycheck History  
View, print and save (.PDF) your pay checks.
- W2 Print  
View, print and save (.PDF) your W2.
- Employee Directory  
View employee addresses, phone numbers, and emails.

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

**Employee Directory**

Locations  
+ Select All

<input type="checkbox"/> [A] ADMINISTRATION	<input type="checkbox"/> [WJHS] JUNIOR HIGH SCHOOL 6912	<input type="checkbox"/> [NONE] NONE ASSIGNED
<input type="checkbox"/> [CNOF] CENTRAL OFFICE 0000	<input type="checkbox"/> [B] LOCATION CODE B HS	<input type="checkbox"/> [000] SYSTEM ASSIGNED
<input type="checkbox"/> [WPES] ELEM SCHOOL 7456	<input type="checkbox"/> [F] LOCATION CODE F	<input type="checkbox"/> [WES] WASHINGTON PARK ELEMENTARY SCHOOL
<input checked="" type="checkbox"/> [WHS] HIGH SCHOOL 4286	<input type="checkbox"/> [K] LOCATION CODE K PS CUST/MAINT	

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

A	B	C	D	F	G	H	I	J	K	L	M	N	O	P	R	S	T	V	W	ALL																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">NAME</th> <th style="width: 25%;">EMAIL</th> <th style="width: 25%;">PHONE</th> <th style="width: 10%;">EXT.</th> <th style="width: 15%;">LOCATION</th> </tr> </thead> <tbody> <tr> <td>Wheeler, Andrew D 1481 North Loop Houston, TX 77048</td> <td>awheeler@harris.k12.tx.us awheeler@harris.k12.tx.us</td> <td>281-278-1222 281-278-1222 281-278-1222</td> <td></td> <td>WHS High School 4286</td> </tr> <tr> <td>Wheeler, Michael D 1481 North Loop Houston, TX 77048</td> <td>mwheeler@harris.k12.tx.us mwheeler@harris.k12.tx.us</td> <td>281-278-1222 281-278-1222 281-278-1222</td> <td></td> <td>WHS High School 4286</td> </tr> <tr> <td>Wheeler, Michael J 1481 North Loop Houston, TX 77048</td> <td>mwheeler@harris.k12.tx.us mwheeler@harris.k12.tx.us</td> <td>281-278-1222 281-278-1222 281-278-1222</td> <td></td> <td>WHS High School 4286</td> </tr> <tr> <td>Wheeler, Michael D 1481 North Loop Houston, TX 77048</td> <td>mwheeler@harris.k12.tx.us mwheeler@harris.k12.tx.us</td> <td>281-278-1222 281-278-1222 281-278-1222</td> <td></td> <td>WHS High School 4286</td> </tr> <tr> <td>Wheeler, Michael D 1481 North Loop Houston, TX 77048</td> <td>mwheeler@harris.k12.tx.us mwheeler@harris.k12.tx.us</td> <td>281-278-1222 281-278-1222 281-278-1222</td> <td></td> <td>WHS High School 4286</td> </tr> </tbody> </table>																					NAME	EMAIL	PHONE	EXT.	LOCATION	Wheeler, Andrew D 1481 North Loop Houston, TX 77048	awheeler@harris.k12.tx.us awheeler@harris.k12.tx.us	281-278-1222 281-278-1222 281-278-1222		WHS High School 4286	Wheeler, Michael D 1481 North Loop Houston, TX 77048	mwheeler@harris.k12.tx.us mwheeler@harris.k12.tx.us	281-278-1222 281-278-1222 281-278-1222		WHS High School 4286	Wheeler, Michael J 1481 North Loop Houston, TX 77048	mwheeler@harris.k12.tx.us mwheeler@harris.k12.tx.us	281-278-1222 281-278-1222 281-278-1222		WHS High School 4286	Wheeler, Michael D 1481 North Loop Houston, TX 77048	mwheeler@harris.k12.tx.us mwheeler@harris.k12.tx.us	281-278-1222 281-278-1222 281-278-1222		WHS High School 4286	Wheeler, Michael D 1481 North Loop Houston, TX 77048	mwheeler@harris.k12.tx.us mwheeler@harris.k12.tx.us	281-278-1222 281-278-1222 281-278-1222		WHS High School 4286
NAME	EMAIL	PHONE	EXT.	LOCATION																																														
Wheeler, Andrew D 1481 North Loop Houston, TX 77048	awheeler@harris.k12.tx.us awheeler@harris.k12.tx.us	281-278-1222 281-278-1222 281-278-1222		WHS High School 4286																																														
Wheeler, Michael D 1481 North Loop Houston, TX 77048	mwheeler@harris.k12.tx.us mwheeler@harris.k12.tx.us	281-278-1222 281-278-1222 281-278-1222		WHS High School 4286																																														
Wheeler, Michael J 1481 North Loop Houston, TX 77048	mwheeler@harris.k12.tx.us mwheeler@harris.k12.tx.us	281-278-1222 281-278-1222 281-278-1222		WHS High School 4286																																														
Wheeler, Michael D 1481 North Loop Houston, TX 77048	mwheeler@harris.k12.tx.us mwheeler@harris.k12.tx.us	281-278-1222 281-278-1222 281-278-1222		WHS High School 4286																																														
Wheeler, Michael D 1481 North Loop Houston, TX 77048	mwheeler@harris.k12.tx.us mwheeler@harris.k12.tx.us	281-278-1222 281-278-1222 281-278-1222		WHS High School 4286																																														