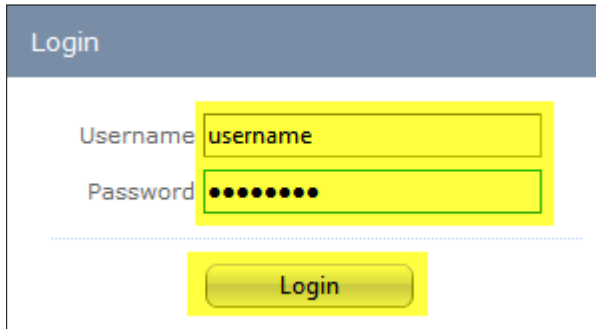


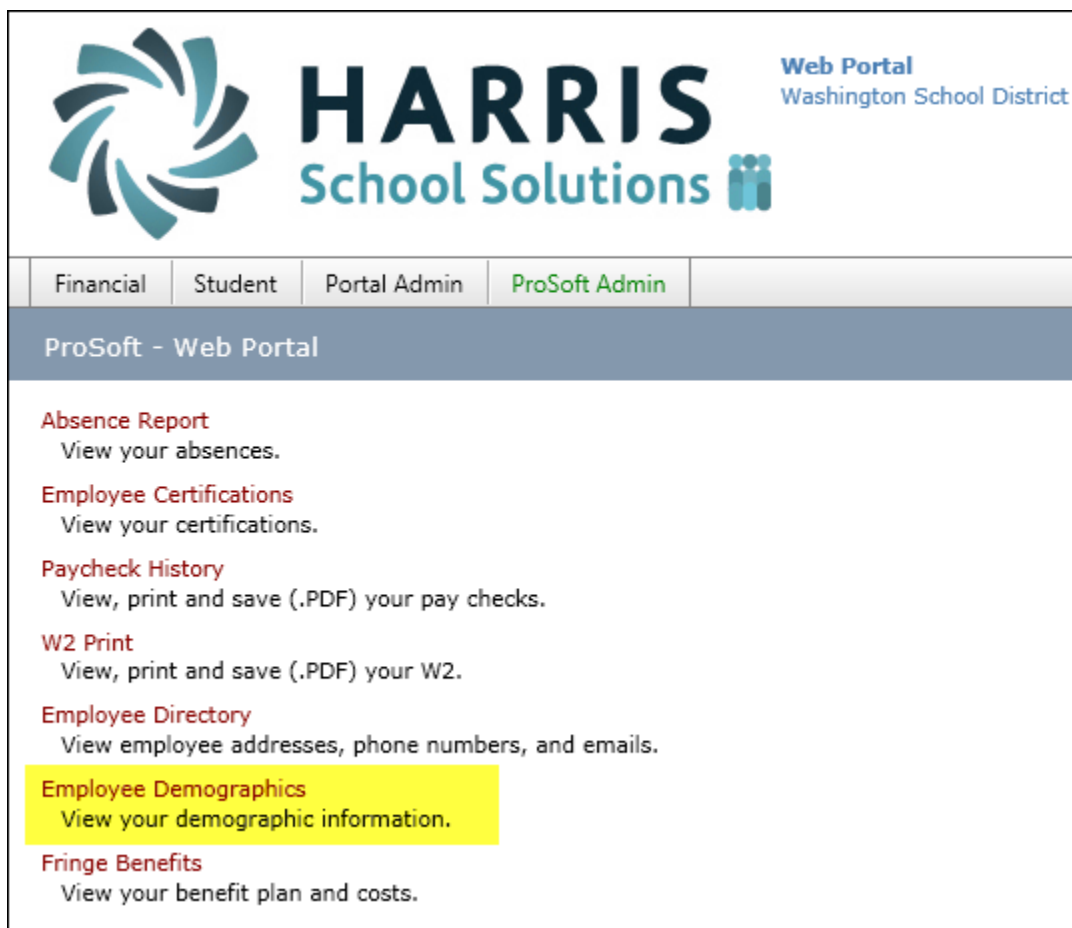
Viewing Your Demographic Information

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 ten black dots. Below the fields is a "Login" button. The entire form is highlighted with a yellow border.

3. Please click [Employee Demographics](#):



The screenshot shows the Harris School Solutions Web Portal interface. At the top left is the Harris School Solutions logo, which consists of a stylized teal flower-like icon and the text "HARRIS School Solutions" with a small icon of three people. To the right of the logo is the text "Web Portal Washington School District". Below the logo is a navigation bar with five tabs: "Financial", "Student", "Portal Admin", "ProSoft Admin" (which is highlighted in green), and an empty tab. Below the navigation bar is a header "ProSoft - Web Portal". The main content area lists several menu items, each with a description: "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.), "Employee Demographics" (View your demographic information. - highlighted in yellow), and "Fringe Benefits" (View your benefit plan and costs.).

Your demographic information appears:

Employee Name: Mr. John C. DemoEmployee Address: 12345 Metro Lane Metro, PA. 15102	Gender: Male Birth Date: 07/29/1982 Hire Date: 08/16/2006 Status: (A) Active
Home Phone: (412) 555-1212 Work Phone: (412) 555-1212 Cell Phone:	
Home Email: demoemployee@Myhome.net Work Email: demoemployee@whsd.net	

To edit your demographic information, click the **Edit Information** button, make **applicable changes** then click the **Submit Information** button:

Employee Demographics

Unable to update web log

Select user

Employee Name:
Address:

City:
State:
Zip: -

Home Phone: Unlisted
Work Phone: Ext:
Cell Phone: Unlisted

Home Email:
Work Email:

Emergency Contact Information

Name:
Phone:
Work Phone:
Comments:

NOTE: Address changes require a new certificate of residency form be filled out. [\(click here\)](#)
