
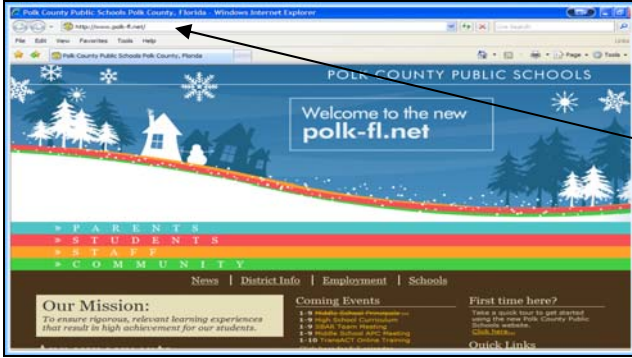



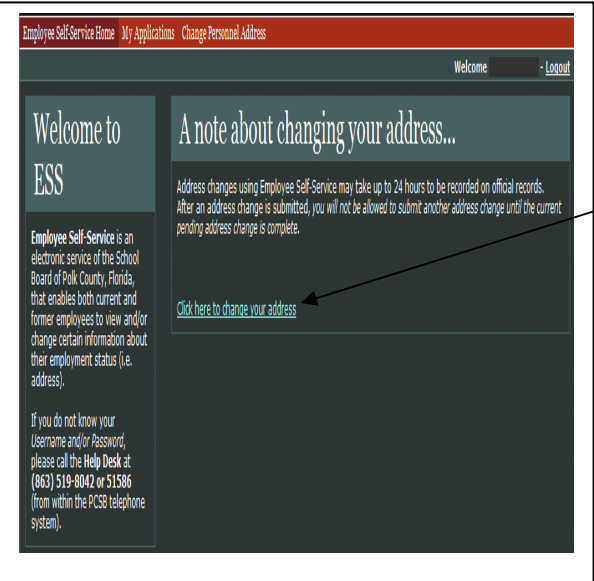
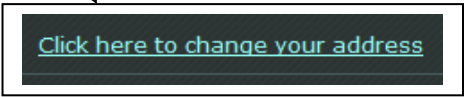

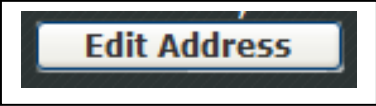


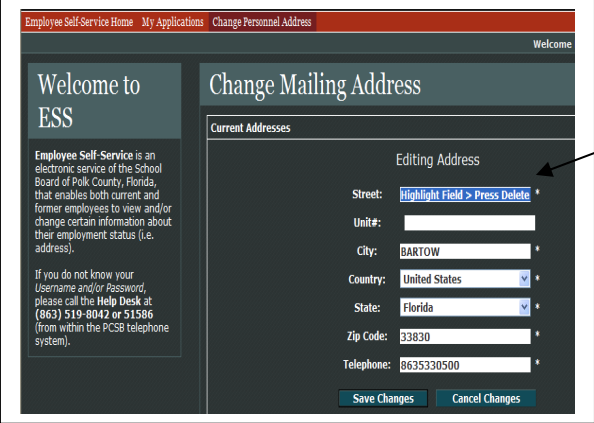

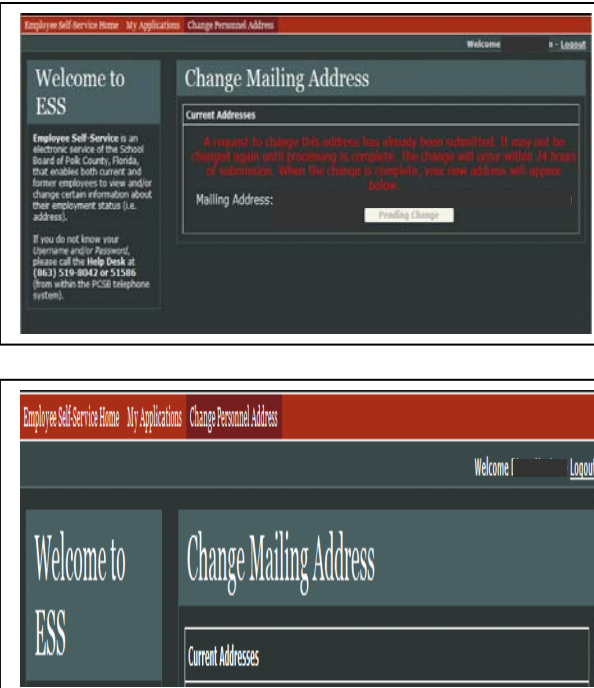
Employee Self-Service Change Mailing Address

Steps	Screen Displayed	Procedures
1		<p><u>To Sign-on to the Polk-ID Portal:</u></p> <ul style="list-style-type: none"> • Select the Internet icon from your desktop.
2		<p>The Polk County Website is displayed.</p> <p><u>On the Address Line:</u></p> <ul style="list-style-type: none"> • Type http://www.mypolkschools.net • Press Enter
3		<p>The Polk-ID screen is displayed.</p> <p><u>For Active Employees:</u></p> <ul style="list-style-type: none"> • Click in the Username field and Enter your Network or Email username <p><u>Example: john.doe</u></p> <ul style="list-style-type: none"> • Tab to the Password field and Enter your Network or Email password • Press Enter or Click Login <p><u>For All Others:</u></p> <p>Please continue to use the username that was assigned to you when you registered and the password that you created at that time.</p> <p>If you do not remember your logon information, contact the Help Desk at 519-8042 or 51586.</p>

Employee Self-Service Change Mailing Address

Steps	Screen Displayed	Procedures
4		<p><u>To Change your Address or Telephone Number:</u></p> <p>Select Employee Self- Service from the list of Applications</p> 
5		<p>The Welcome to ESS page is displayed.</p> <p><u>To Access the Change Address screen:</u></p> <p>Click the “Click here to change your address” message</p> 
6		<p>Your Current Mailing Address will be displayed on the Change Mailing Address screen.</p> <p>Click the Edit Address button</p> 

Employee Self-Service Change Mailing Address

Steps	Screen Displayed	Procedures
7		<p><u>To Edit your Personal Information:</u></p> <ul style="list-style-type: none"> Highlight the field to be changed and Press the Delete key on your keyboard Type the correct information
8		<p><u>Once all changes have been made:</u></p> <p>Click the Save Changes button</p>
9		<p>The Change Mailing Address screen will be displayed.</p> <p><u>NOTE:</u> <u>The pending change has been submitted and will occur within 24 hours of submission.</u></p> <p><u>You will not be allowed to submit another address change until the current pending address change is complete.</u></p> <p><u>To Exit the Change Address screen:</u></p> <p>Click the Logout option</p>