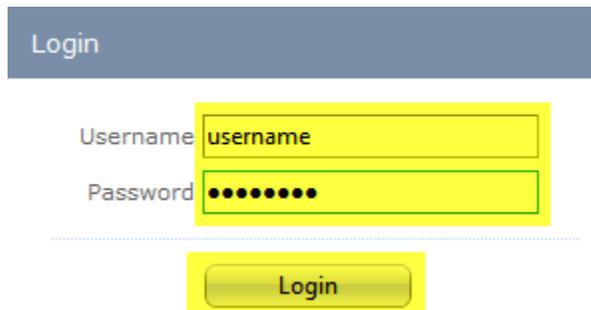


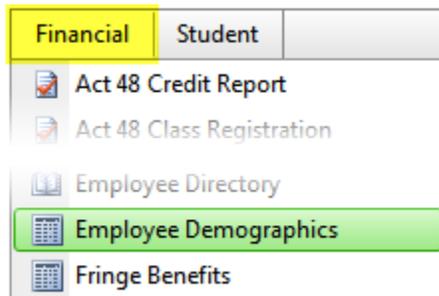
Viewing Your Demographic Information

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. At the top is a blue header with the word "Login" in white. Below it are two input fields: "Username" containing the text "username" and "Password" containing seven black dots. Both fields are highlighted with a yellow border. Below the fields is a yellow "Login" button.

3. Please go to **Financial** > **Act Employee Demographics**:



A screenshot of a navigation menu. The menu has two tabs: "Financial" (highlighted in yellow) and "Student". Below the tabs is a list of items: "Act 48 Credit Report", "Act 48 Class Registration", "Employee Directory", "Employee Demographics" (highlighted in green), and "Fringe Benefits".

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

Emergency Contact Information

Name: John C. Demo
Phone: (412) 555-1212
Work Phone:
Comments:

4. Click **Logout** in the upper right-hand corner when you are finished.