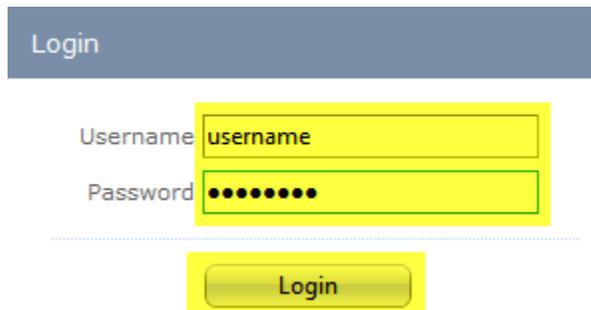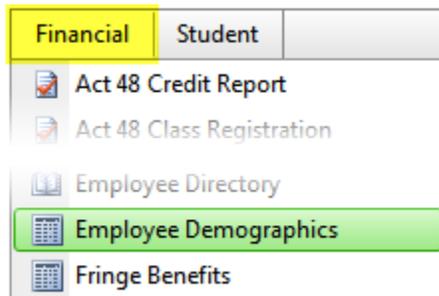# Viewing Your Demographic Information

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

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

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

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.