

How to Login to OneSource

Start the login process as normal, with your UserID and password.



When you press Log On or hit the enter key, you will then notice the OneSource home page is all greyed out and an Authentication Box will popup.



Enter the last 6 digits of your SSN and click the Submit button.

Each Foreard, Hidory Favoilles Personalize View Help		
Employee Self-Service SAP SCC GLI SAP Access Request SAP Access Request Se	unch Employee Self-Service Manager Self-Service My labox	
Overview		
Employee Servicer		
Employee actives		
- Directory Index		← Upcoming Bethdays and Americantee
Pressed Merendian Pressed Pode Resolution	Contents & Forms Vibility: Separation Separation: States Oresbuces for	Existing and a second stream of the second stream o
Payment Proj Statement Tota Reviseto Statement	Reports Workflow Nilses Report	Reading Links OneSourceMe
Employee Statend History Employee Composation History W-4 Tax Wittendeting Electrins for Online W-2 Valuer Online W-2		Most Proceeding Load Concernity not available

The screen appears as it normally does, and you can click on all the links and tabs as usual.

If you have questions or concerns, please contact the HISD IT Service Desk at 713-892-SERV (7378) - option 3, or submit a ticket to <u>https://servicedesk.houstonisd.org</u>.

HOUSTON INDEPENDENT SCHOOL DISTRICT Hattle Mae White Educational Support Center • 4400 West 18th Street • Houston, Texas 77092-8501 www.HoustonISD.org • www.facebook.com/HoustonISD • www.twitter.com/HoustonISD