OneSource & OneSourceMe
Access Employee Self-Service & Learning

1. Receive a Welcome Letter from your HR Assistant with your Network Credentials.
2. Activate your credentials on an HISD-owned computer connected to the HISD network.
3. Go to the myHISD (employee portal) homepage.

There are 2 ways to get to myHISD:
- Go to: HoustonISD.org/myHISD > Click the Log In button for myHISD, or
- Go to: HoustonISD.org > Click the myHISD link on the top navigation bar > Click the Log In button for myHISD

2. On the myHISD homepage, go to the Employee Quick Links section. Click on the OneSource icon, which is a direct link to OneSource. There is also a link to resources for using OneSource on the right side of the myHISD homepage.

To access OneSource without navigating through myHISD, go to: HoustonISD.org/OneSource

3. Log in using your employee ID number (User) and network password. Insert “p00” in front of your six-digit employee ID number. For example, if your employee ID number is 123456, your User id for OneSource will be “p00123456”.

HISD New Teacher Resource Guide
4. For Employee Self-Service, click on the “Employee Self-Service” tab.

For Learning, click on the “OneSourceMe” tab. Then, from the “Home” drop down, select “Learning”. This is where you will complete the mandatory compliance courses, as well as other internal training courses.