

**TULARE JOINT UNION HIGH SCHOOL DISTRICT
E-PORTAL PIN REQUEST FORM**

PRINTED NAME

LAST 4 DIGITS OF SOCIAL SECURITY #

DATE OF BIRTH (00/00/0000)

Signature

Date

To submit your request:

Please deliver your request, PERSONALLY, to the District Office HR Department (For your protection, we cannot accept a request from another person on your behalf).

Your PIN will be returned to you through your school email address or you can personally pick it up. If you choose to personally pick it up, please allow up to 24 hours to process.

Use the link below to access the employee portal

<https://phoenix.tcoe.org/login>

On the screen select "Register New User" and follow the directions. The system will send you an email with a link for the final step in the registration process.

Once you log in, you will see the "Consent" tab. Please be sure to click "yes" for "Automatic Paid Deposit (APD)/Payroll Stub" and then "Save" in order to see your pay stubs.

Click "yes" for "Electronic W-2" and then "Save" in order to see your W-2 forms. If you do not click yes in either of these areas, you will not see them in your portal.

You can change these selections back to "no" at any point.