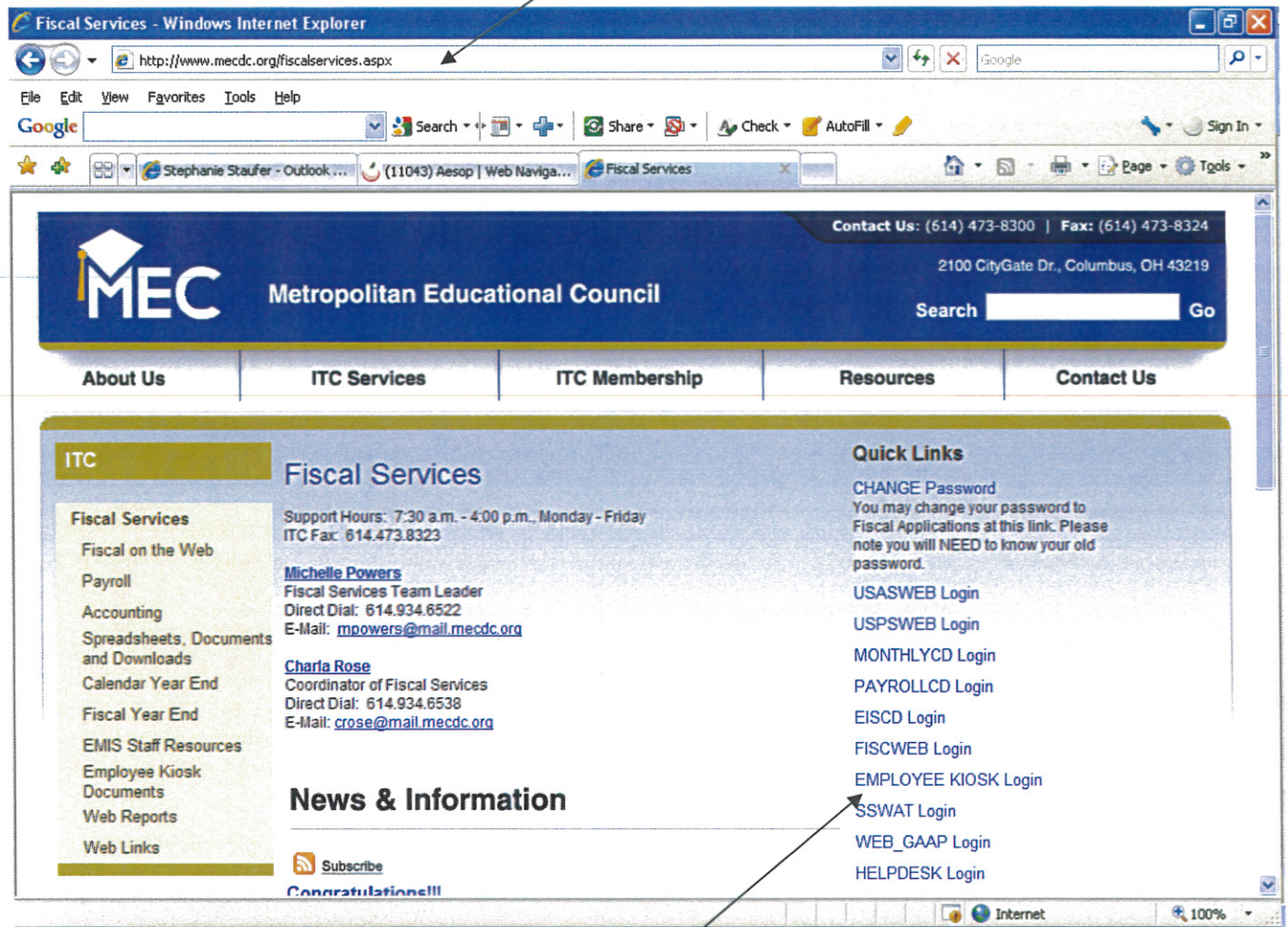
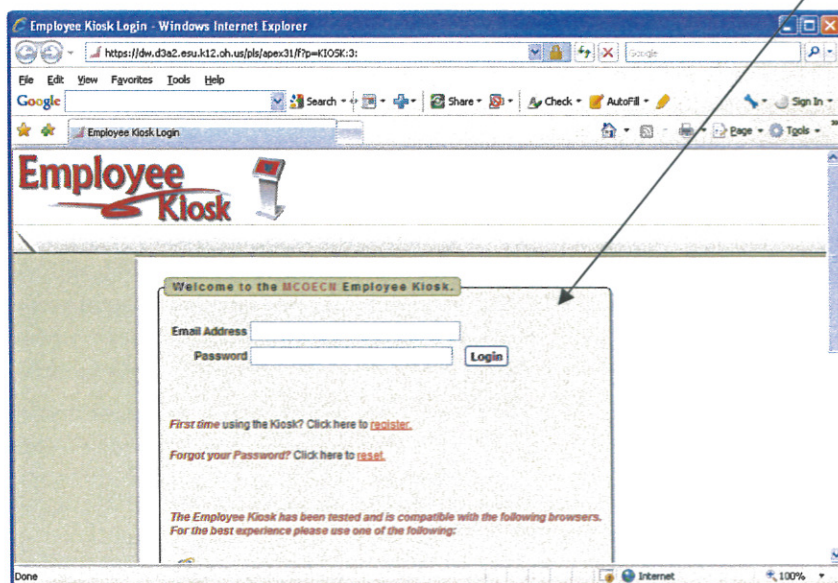


# Get Started Using the Employee Kiosk!

To get started, either type or copy and paste the following address into your web browser  
<http://www.mecdc.org/fiscalservices.aspx>



Once the MEC homepage opens up, click on the **EMPLOYEE KIOSK** login link which will then take you to the **Employee Kiosk** login screen





\*Note ~ For updating purposes, If you intend to create a bookmark, it is recommended you create your bookmark from MEC's webpage and **NOT** the Employee Kiosk login page.

In order to access the employee kiosk, you must complete a one time registration.

To access your kiosk account, click on **First time** using the Kiosk? Click here to **register**. Once you have clicked on register, the screen below will be displayed.

Employee Kiosk Login - Windows Internet Explorer

https://dw.d3a2.esu.k12.oh.us/pls/apex31/f?p=KIOSK:3:

File Edit View Favorites Tools Help

Google Search

Employee Kiosk Login

**Employee Kiosk**

Welcome to the MCOECN Employee Kiosk.

Email Address

Password

First time using the Kiosk? Click here to [register](#).

Forgot your Password? Click here to [reset](#).

The Employee Kiosk has been tested and is compatible with the following browsers.  
For the best experience please use one of the following:

- Internet Explorer Versions 7+ [Click here to download/upgrade](#)
- Mozilla Firefox Versions 3+ [Click here to download/upgrade](#)
- Safari Versions 4+ [Click here to download/upgrade](#)

Done

In order to register, everyone must use their social security number

Everyone will select **FRANKLIN** as the county

Everyone will select **Groveport Madison Local SD** as the District

For registration and log-in purposes, **you MUST use your gocruisers email address**. Registration with the gocruisers address is required even if you do not actively use or have never used this email address, can not remember your password, do not currently receive your paystub via email notification or still actually receive a live check.

\*If you don't know your go cruisers address, have forgotten your password or think you don't have an address, then you need to contact the Tech. Depart. for assistance. **The Treasurer's office can not assist you with the above mentioned issues!**

Kiosk Registration - Windows Internet Explorer

https://dw.d3a2.esu.k12.oh.us/pls/apex31/f?p=185:102:

File Edit View Favorites Tools Help

Google Search

Kiosk Registration

**Employee Kiosk**

To register for the Employee Kiosk, please supply the following

- 1) Your Employee Id or SSN,
- 2) The county in which your district resides,
- 3) Your district's name,
- 4) Your email address provided to you by your district.

Employee Id

OR

SSN (no dashes)

County

District

Email

Done

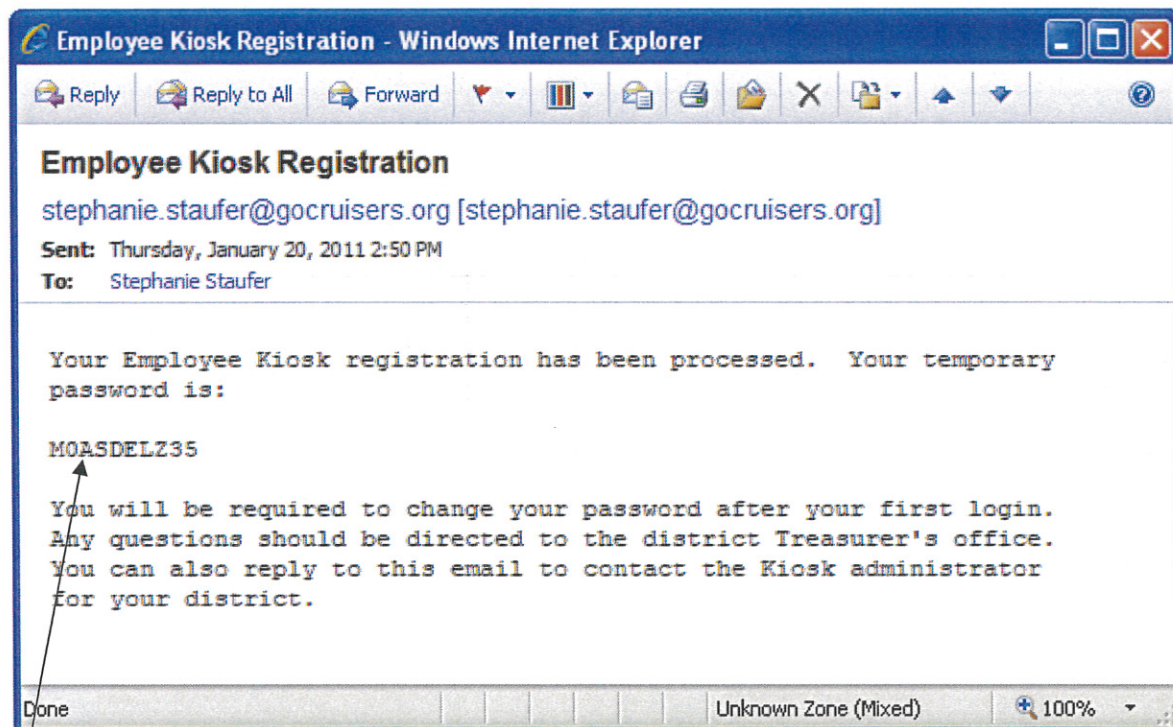
Once complete, click submit

Once you have clicked on submit and your social security number and your email address have been verified, you will receive the message that appears below

Your registration was successful. You will receive your temporary password and any additional instructions shortly via email.

[ Submit ]

\*Temporary password instructions will be sent to the gocruisers email address you used during the registration process and will basically look like the sample that appears below.



Employee passwords will all be different and are generated randomly.

Do not delete this email until you have completed the registration process!!



To complete the registration process, go back to the Employee Kiosk main page and this time, enter your email address (make sure it's the same one you used for registration) and enter the temporary password that was sent to your email address exactly as it appears in your email; **the password is case sensitive**. Once entered, click on the Login button.

The screenshot shows the 'Employee Kiosk Login' page in a Windows Internet Explorer browser. The address bar displays the URL: <https://dw.d3a2.esu.k12.oh.us/pls/apex31/f?p=KIOSK:3:>. The page features the 'Employee Kiosk' logo at the top. Below the logo, a green banner reads 'Welcome to the MCOECN Employee Kiosk..'. The main content area contains a login form with two input fields: 'Email Address' and 'Password', followed by a 'Login' button. Below the form, there are two links: 'First time using the Kiosk? Click here to [register](#).' and 'Forgot your Password? Click here to [reset](#).' At the bottom, a note states: 'The Employee Kiosk has been tested and is compatible with the following browsers. For the best experience please use one of the following:'. The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

Once you are logged in, you will be prompted to change your password. The Old Password field will already be populated so you just need to enter your New Password and then enter it again under Re-Enter New Password to verify.

The screenshot shows the 'Password change' page in a Windows Internet Explorer browser. The address bar displays the URL: <https://dw.d3a2.esu.k12.oh.us/pls/apex31/f?p=185:103:>. The page features the 'Employee Kiosk' logo at the top. Below the logo, a green banner reads 'Welcome to the MCOECN Employee Kiosk..'. The main content area contains a password change form with three input fields: 'Old Password' (populated with dots), 'New Password' (with a note '(must be at least 8 characters)'), and 'Re-Enter New Password'. A 'Login' button is located to the right of the 'Re-Enter New Password' field. Below the form, a message reads: 'Please enter old and new passwords.' The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

**\*Please NOTE:** Passwords must be at least 8 characters ~ Use of a password that is not at least 8 characters, will generate the following error message:

The screenshot shows a Windows Internet Explorer window titled "Password change - Windows Internet Explorer". The address bar displays the URL "https://dw.d3a2.esu.k12.oh.us/pls/apex31/www\_flow.acc". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The search bar contains the Google logo and a search button. The page title is "Password change". The main content area features the "Employee Kiosk" logo on the left and a user status "nobody | [goto Login](#)" on the right. A red-bordered box contains the message "1 error has occurred" followed by a bulleted list: "• Your new password must be at least 8 characters." Below this, the form has three input fields: "Old Password" (filled with dots), "New Password" (filled with dots), and "Re-Enter New Password" (filled with dots). A red-bordered box highlights the "New Password" field with the text "Your new password must be at least 8 characters." To the right of the "New Password" field is the text "(must be at least 8 characters)". A "Login" button is located to the right of the "Re-Enter New Password" field. Below the form, the text "Please enter old and new passwords." is displayed. The status bar at the bottom shows "Internet" and "100%".

Employee Kiosk

nobody | [goto Login](#)

1 error has occurred

- Your new password must be at least 8 characters.

Old Password

**New Password**  (must be at least 8 characters)

Your new password must be at least 8 characters.

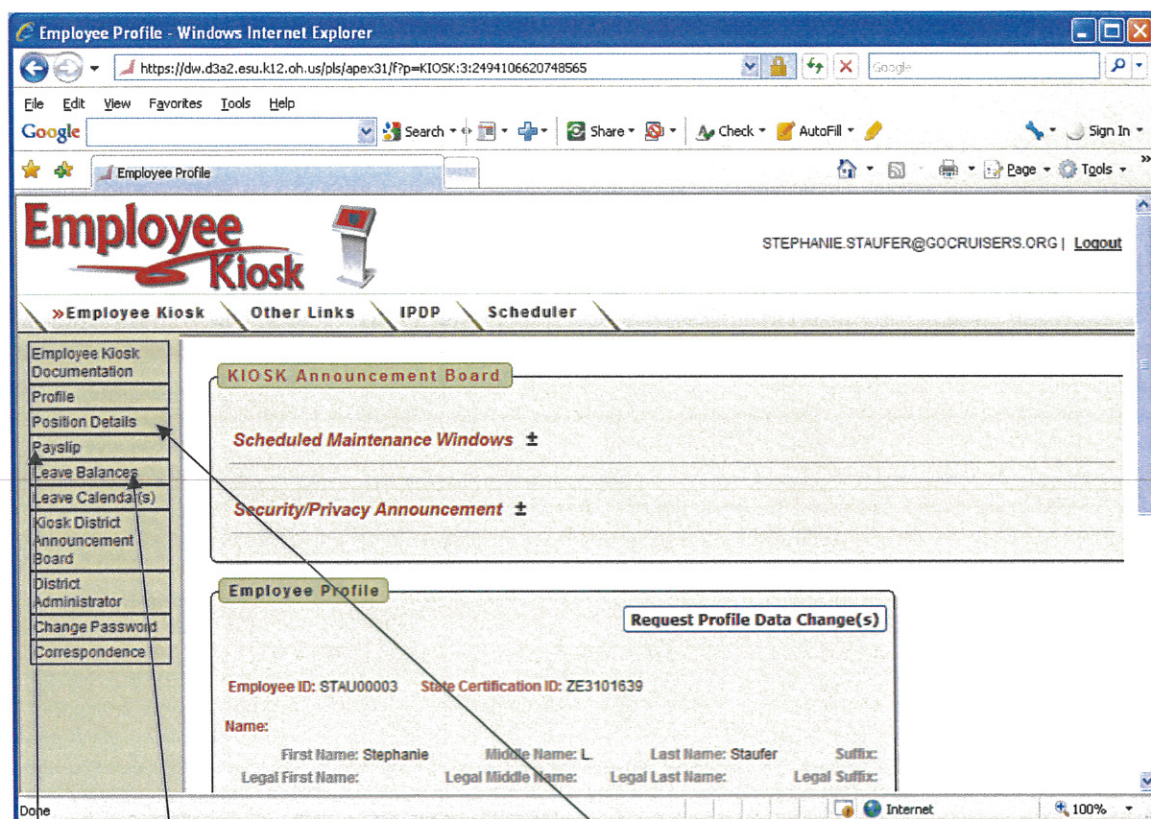
Re-Enter New Password

Login

Please enter old and new passwords.



Once you have successfully changed your password, you are now logged into the Employee Kiosk and encouraged to click around and explore!



As you will quickly notice, the Employee Kiosk offers many more resources than our district will initially be utilizing. Our goal is to roll out the features of the Employee Kiosk that will benefit the entire staff immediately, and then continue to add additional features and links.

As it is today, the **Employee Kiosk will enable all employees to view and print their entire pay history** (in both a summary and detailed view), view your sick, personal and vacation leave balances and usage and also view detailed information about your contract amount, daily/hourly rate, per pay amount and number of days worked per year.

**\*Please NOTICE:** Your displayed leave balances on the Employee Kiosk may not accurately reflect your current activity due to the delayed posting of attendance. This means, you may have fewer days available for actual use than what you are seeing in your leave balances. In order to determine when a specific absence date will be posted to your pay stub, please refer the “Dates Included for Payment” column and the corresponding “Pay Date” column of the Pay Schedule.

**It is your responsibility to keep track of the actual number of days you have available for use. Any sick, personal or vacation time used that is not actually available to you may result in unpaid leave and or disciplinary action.**