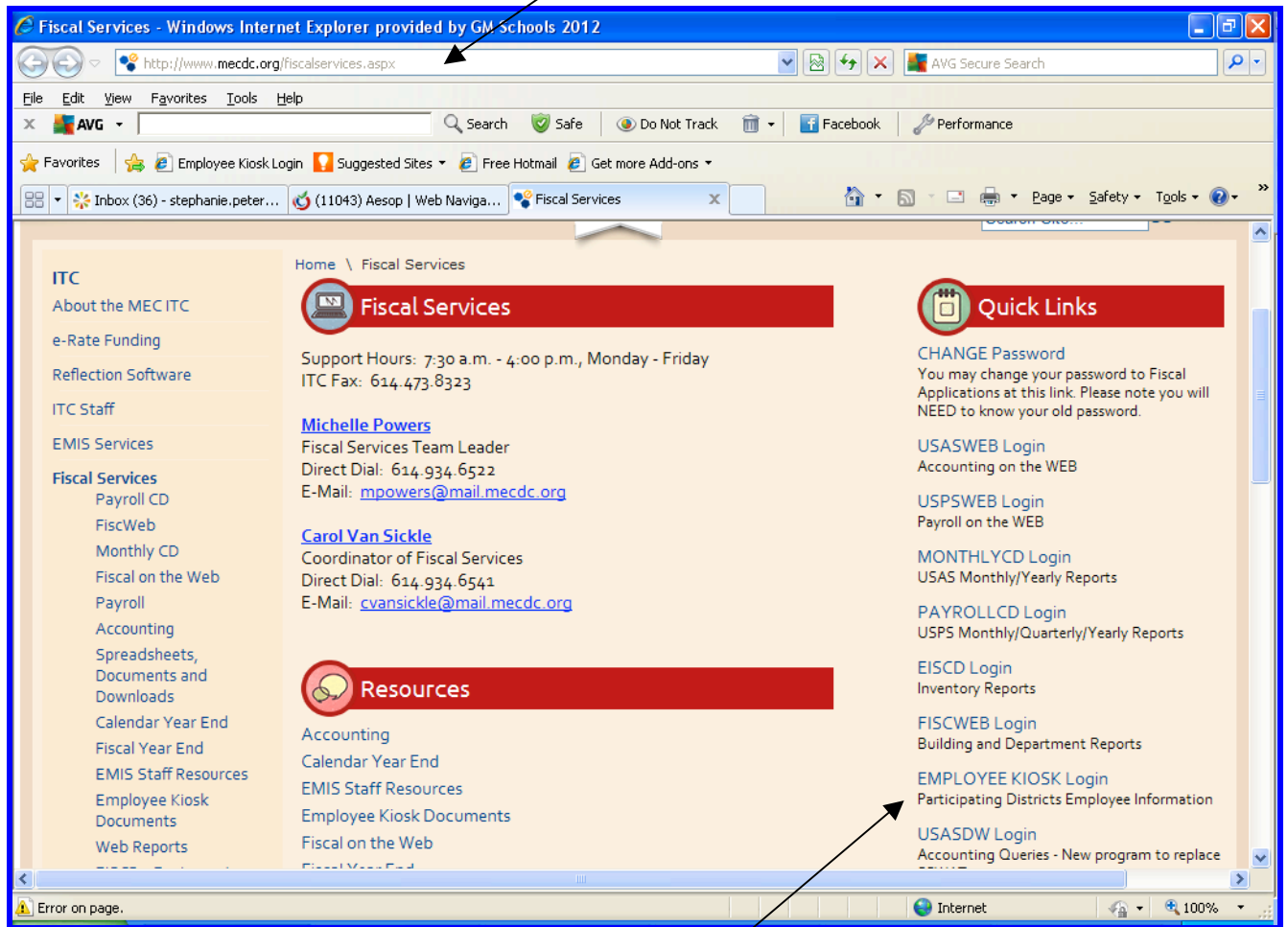
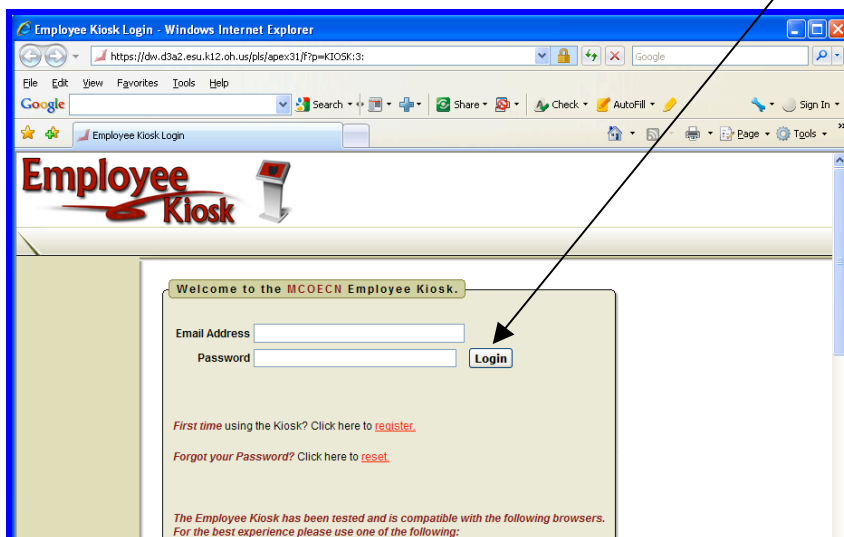


# Get Started Using the Employee Kiosk!

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



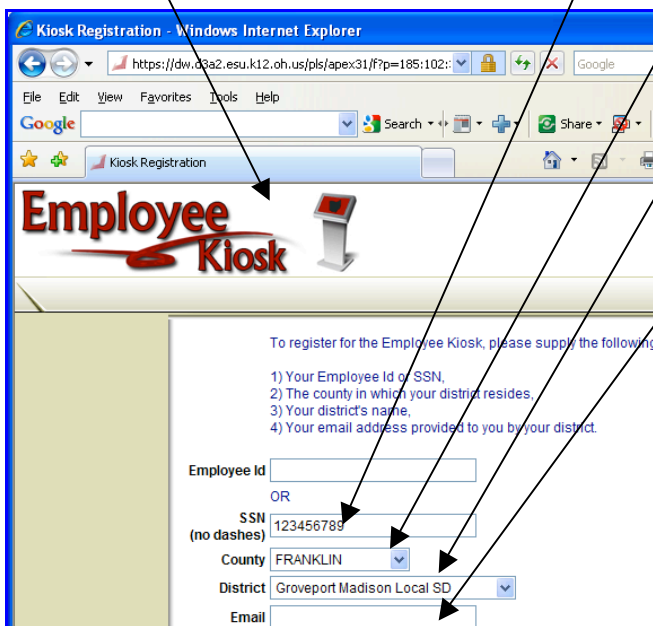
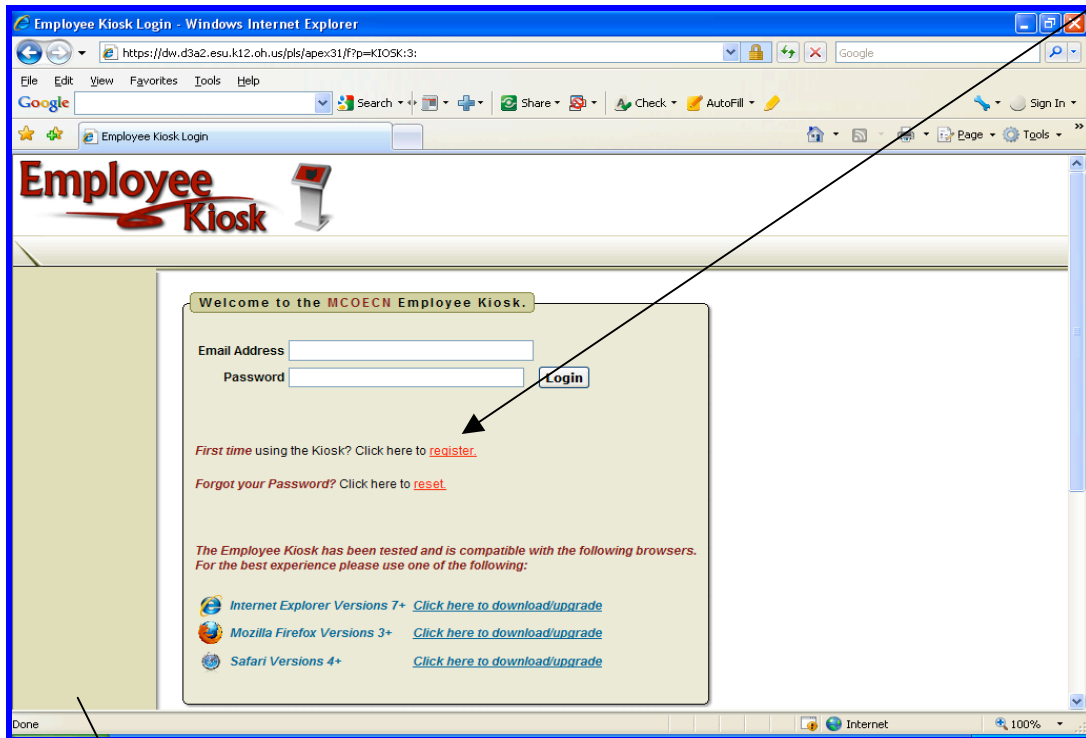
Once the MEC homepage opens up, click on the **EMPLOYEE KIOSK** login link which will then take you to the **Employee Kiosk** login screen.



\*Note ~ For updating purposes, If you intend to create a bookmark, it is recommended you create your bookmark from MECs 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.



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.

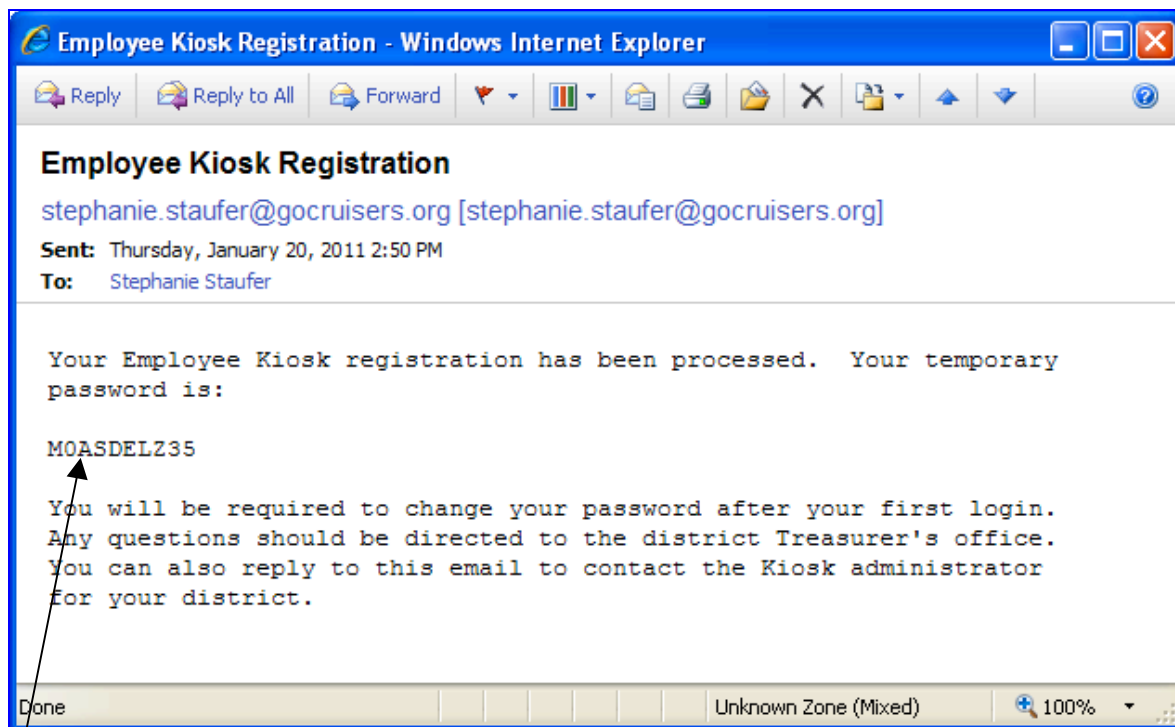
\*If you don't know your gocruisers address, have forgotten your password or think you don't have an Email address, then please contact your building technology coordinator. **The Treasurer's office can not assist you with the above mentioned issues!**

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** ]

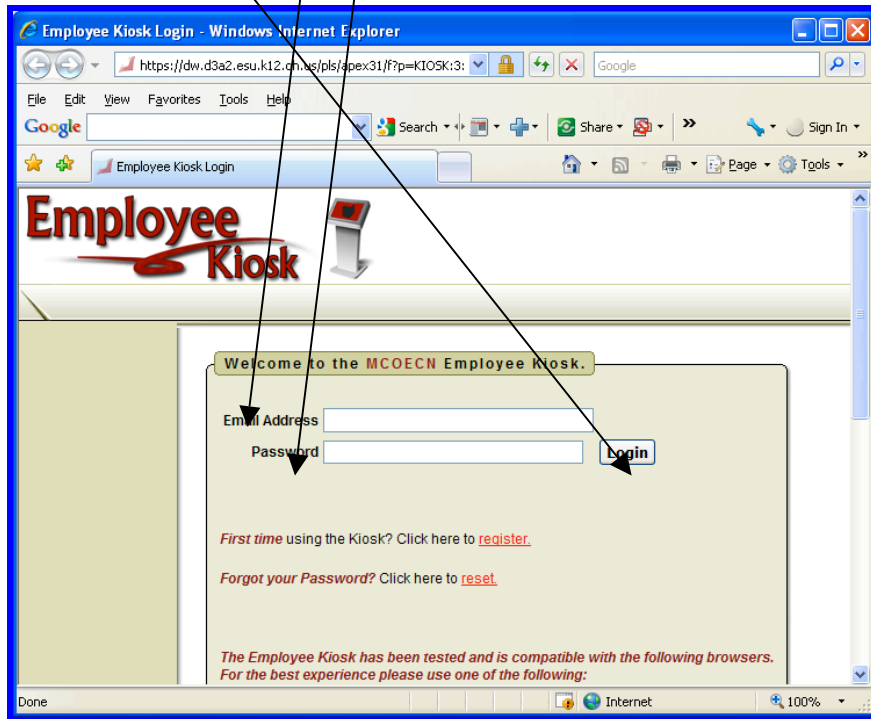
\*Temporary password instructions will be sent to the gocruisers email address you used during the registration process and will basically look like the sample that appears below.



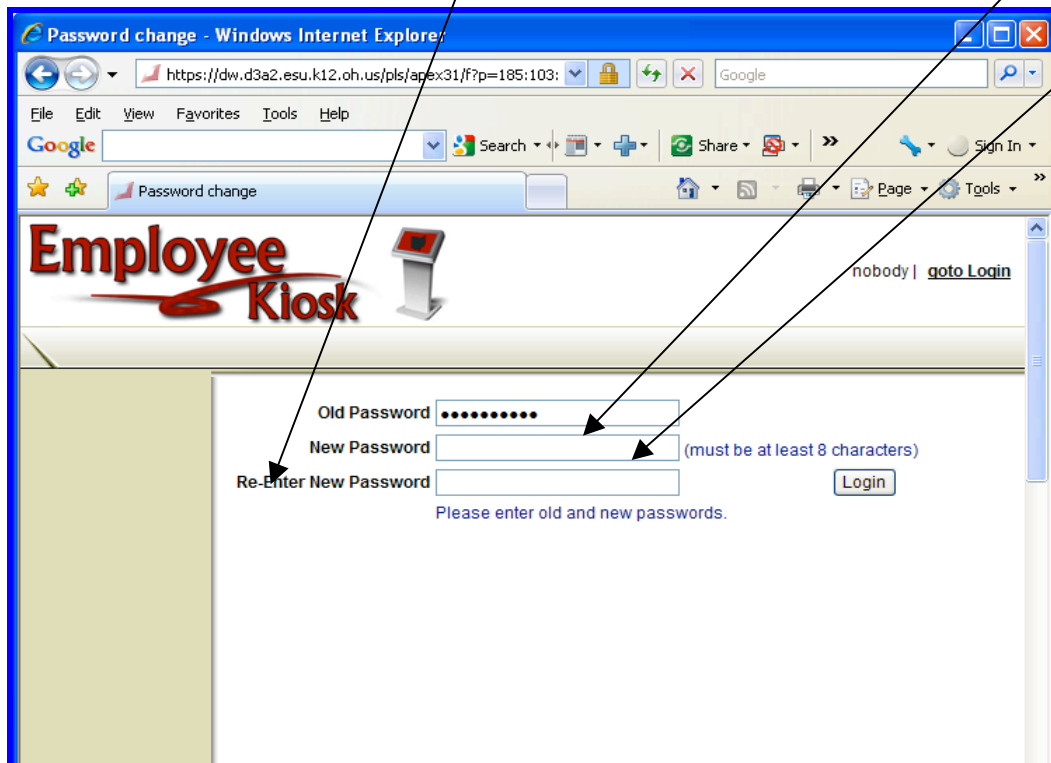
Employee passwords will all be different and are generated randomly.

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

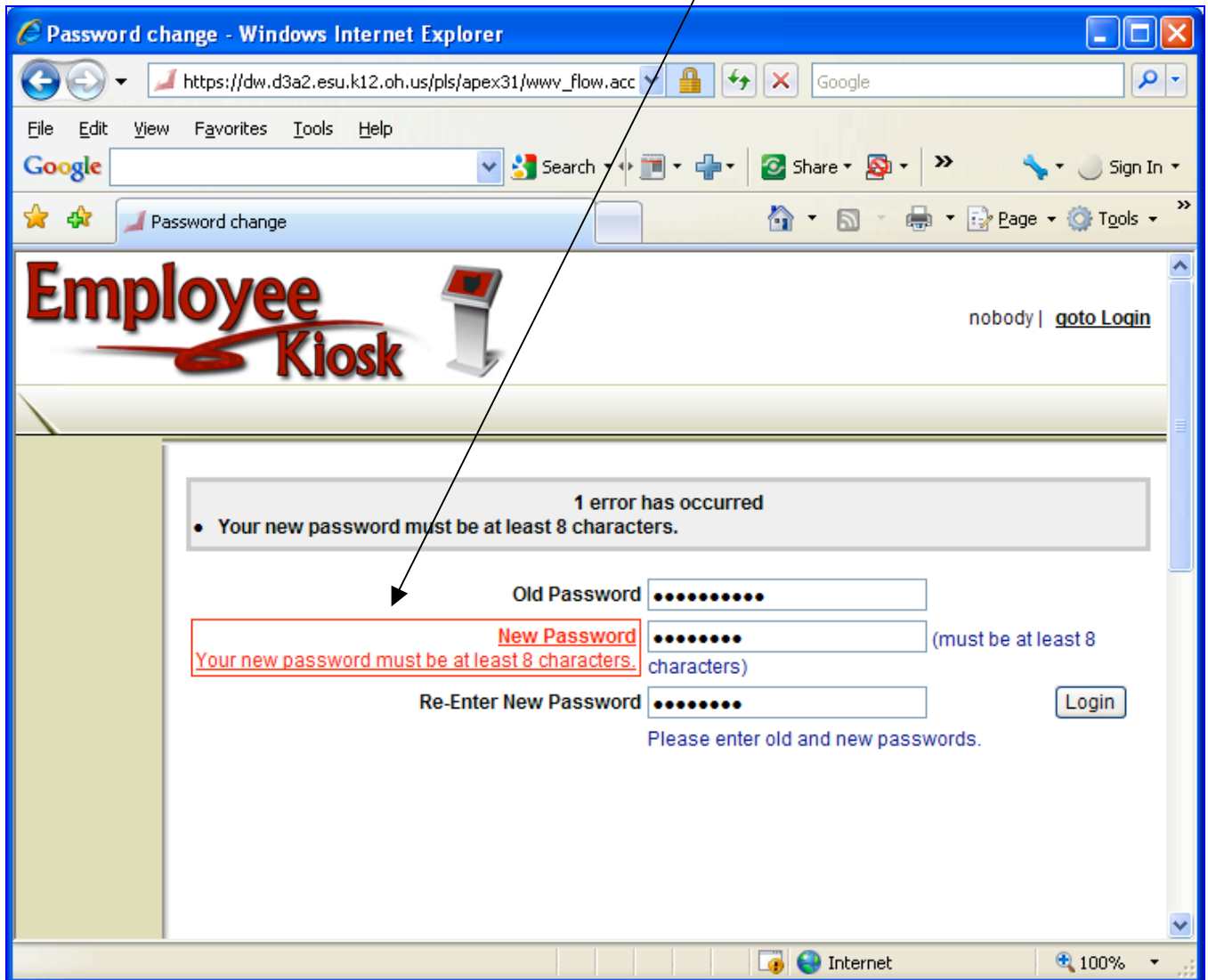
To complete the registration process, go back to the Employee Kiosk main page and this time enter your email address (make sure it's the same one you used for registration) and enter the temporary password that was sent to your email address exactly as it appears in your email; **the password is case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



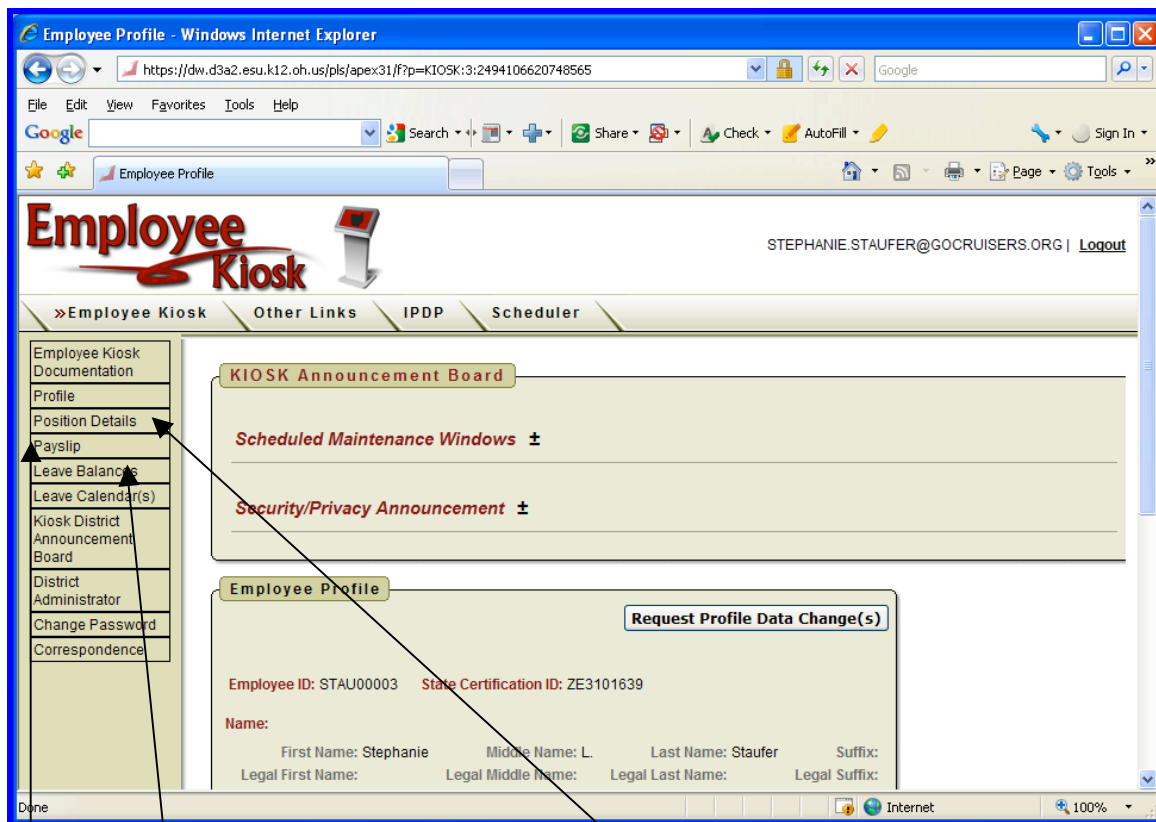
Once you are logged in, you will be prompted to change your password. The Old Password field will already be populated so you just need to enter your New Password and then enter it again under Re-Enter New Password to verify.



**\*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:



**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**