

Creating your account on the RDS Employee Access website

You will receive an Activation Code to create your account. You will also need to have a valid email address to complete the registration. If you do not have an email address see the instruction on how to create a Yahoo! Email account. Once you have an email account and your activation code you can begin with the Employee Access account creation.

1. From a web browser you can access the site at <http://www.mvsc.k12.in.us> . Click on the Staff tab and the under Section Contents click on "On-Line Access to Employee Payroll Information". You will then need to click on "Access the RDS Employee Access Page" in the right window.
2. In the new user box enter the activation code that was sent to you EXACTLY as it appears.
3. Click on Create Account.

RDS employee access

Existing Users
Existing users login here. Both User Name and Password are case-sensitive.
Username
Password
 [I forgot my password](#)

New Users
If you do not have a user name and password, you can use your activation code to create a new account here. If you have more than one activation code, you may enter them after you create your account.
Be sure to type your Activation Code EXACTLY as it appears.
Activation Code

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4. After you click on create account you will see the following screen. Fill in the information that is requested. You must provide an email address.

home add an employee account settings logout

RDS employee access

Create an Account
To create your account, type the information below, then click Next.
NOTE: Please remember your User Name and Password. You will need them to log in on your next visit.

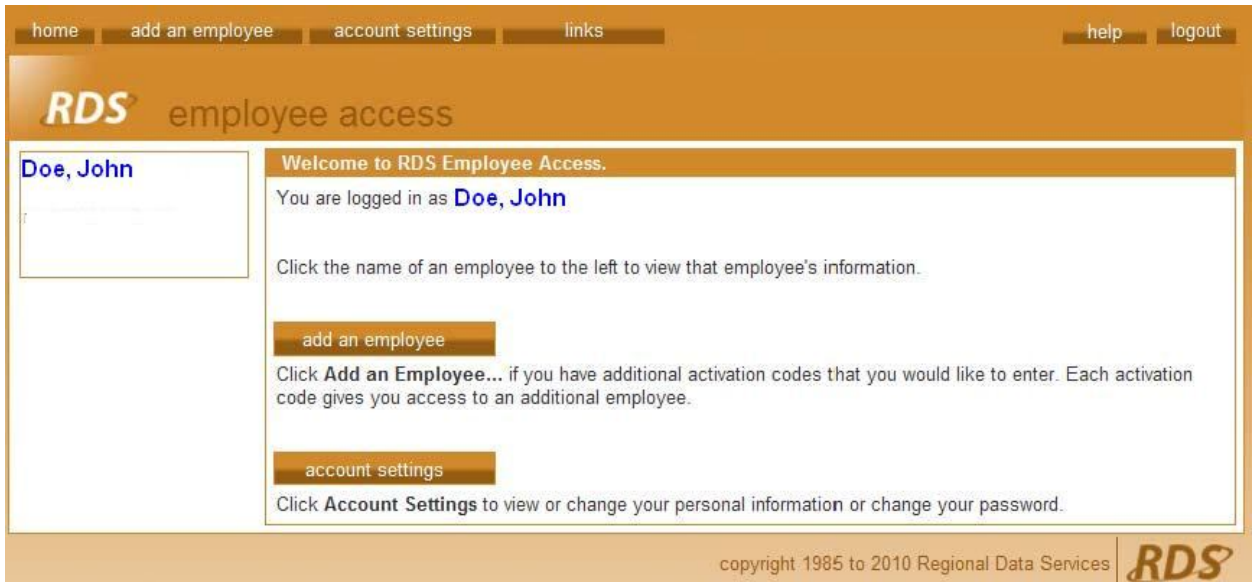
First Name
Last Name
User Name (8 characters or longer. Used to log in on your next visit.)
Password (8 characters or longer. Used to log in on your next visit.)
Repeat Password
Email Address
You will be sent an email message whenever new pay information is posted.

You will be asked your Secret Question if you forget your password. (Example: What is your favorite pet's name?)
Secret Question
Answer to Secret Question

I agree to keep my username and password private.
 I agree I disagree

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5. Once you agree to keep your username and password private you will need to click next.
6. The next screen that appears (shown below) will show your name to the left. Clicking on your name will allow you to access your pay information and also other information related to payroll.



7. When you are done with your session please make sure to click the logout button in the upper right hand side of the screen.
8. The next time you need to access the Employee Access site you will need to enter your username and password into the appropriate boxes. If you forget your password you can click on forgot password and answer the questions to have a new password emailed to you. The questions will be from the information you entered during registration.