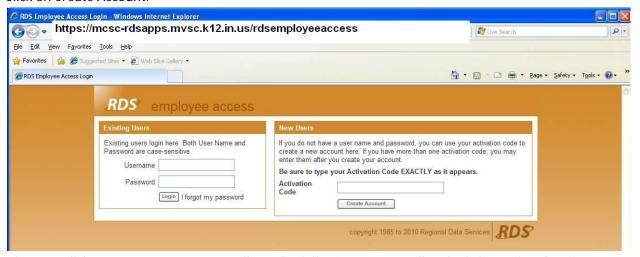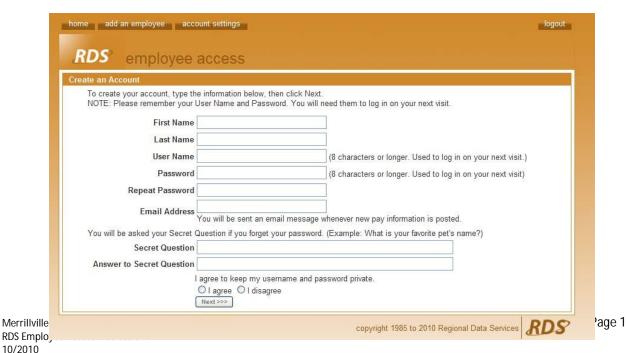**Creating your account on the RDS Employee Access website**

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.

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.

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.