

RED LAKE FALLS SCHOOL DISTRICT

EMPLOYEE SELF SERVICE

This is a way to view your pay and employee information!

Logon to the internet using the following address:

<https://www.regionl.k12.mn.us/smarter/login.aspx?dn=0630> (may also be found under staff at www.redlakefalls.k12.mn.us)

The user ID is the employee ID (if you do not know your number, please contact Judy or Cindy in the district office) and the password is the 4 digit District number plus the last 4 digits of your social security number (no spaces).

- Once logged in you are required to change your password and setup a minimum of three (3) question choices. The new password cannot be the same as your old password and must be a minimum of eight (8) characters in length and must contain at least one upper case letter, one lower case letter, one number and one symbol (e.g. John1deer\$ or Smart#1234).
- Security Questions: The security questions will allow you to use the “forget password” link to reset your password should you forget it. You will have the option to select predefined questions, type in customized questions or a combination of both. This feature will work only AFTER the initial password has been reset.

The system will randomly choose one question from this list of questions for you to verify at time of login. If answered correctly you will be logged in. If incorrect, as additional two tries will be provided before the account is locked for account safety. You would then have to contact Judy Skala to have the lock removed in SMART HR.

Please make sure JavaScript is enable for your browser for SMART ER to work correctly in IE 10 & 11. You will get the following screen:

You currently have JavaScript disabled in your web browser.
To ensure proper functionality you are required to enable JavaScript before you
are allowed to enter ER.

Please follow the directions below.

1. Click on Tools (little gear symbol on the top right of your screen)
2. Click on ‘Internet Options’
3. Click on the ‘Security’ tab
4. Click ‘Reset all zones to default level’
5. Click ‘Apply’
6. Click ‘OK’
7. Click the ‘Return to Log In Page’ button and Log In again.

After successfully entering a login id and password, the system will redirect to a new security setup page. All fields with a colored background need to be entered in order for the page to save.

You MUST check at least 3 security questions. Your previous security questions are pre-loaded. They can include a combination of your own questions and/or predefined ones.

<input checked="" type="checkbox"/>	Question Answer	What is your favorite vacation spot? *****
<input type="checkbox"/>	Question Answer	
<input type="checkbox"/>	Question Answer	
<input type="checkbox"/>	Question Answer	What is your favorite color?
<input type="checkbox"/>	Question Answer	Who was your first boyfriend/girlfiend?
<input type="checkbox"/>	Question Answer	What color was the first house you remember growing up in?
<input type="checkbox"/>	Question Answer	What is your favorite Sports team?
<input type="checkbox"/>	Question Answer	What is your Father's middle name?

Your password has expired. Your new password must be at least 8 characters in length, cannot be the same as your old password, must contain at least 1 lower case letter, 1 upper case letter, 1 number and 1 symbol.

Current Password	
New Password	
Re-Type New Password	

Fields with a colored background need to be entered before saving.

Your security questions can also be changed after successfully logging into the application.



Click "OK" and re-login using the new password. It will then display a security question.

Please answer 1 of your security questions to verify your identity.

What is your favorite color?

✓ Verify

Fields with a colored background need to be entered before saving.

Enter an answer correctly and the system will finish logging in.

Security Questions and Password can always be maintained or changed from My Profile in the Pay and Personal Information (menus may look differently depending on individual employee permissions.)

The screenshot shows a navigation menu with the following structure:

- Announcements** (blue link)
- Pay and Personal Information** (blue header)
 - Pay and Personal Information (blue button)
 - Requests and Approvals (yellow button)
 - Reports (yellow button)
 - Other (yellow button)
- My Pay (yellow button)
- My Benefits (yellow button)
- My Tax Information (yellow button)
- About Me (yellow button)
- My Credentials (yellow button)
- My Profile (yellow button)
 - Change Password (blue button)
 - Setup Security Questions (yellow button)
- Announcements** (blue link)
- District Forms (yellow button)

Current pay stubs can be viewed one day in advance.