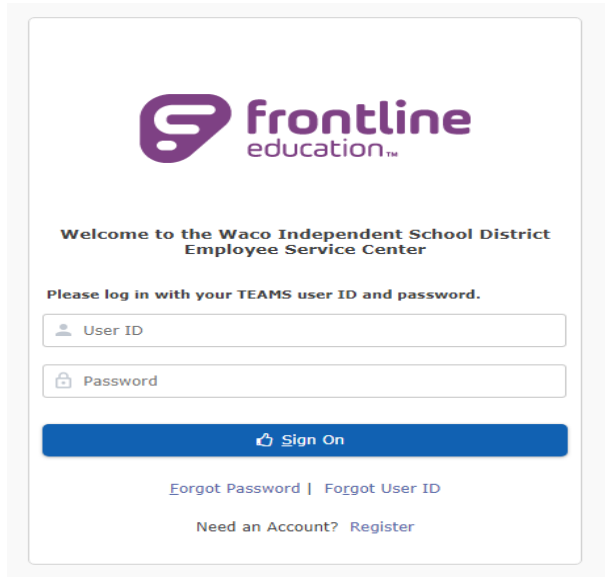


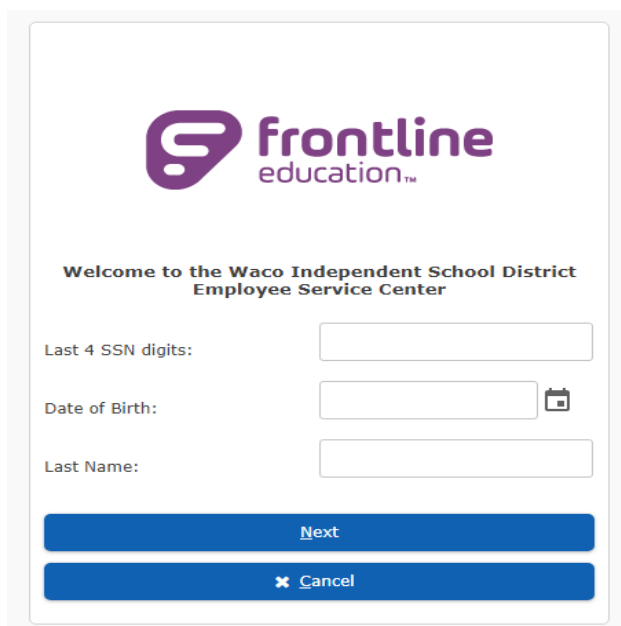
## Steps to create an Employee Service Center Account (District-separated employee)

1. Go to <https://waco.teams.hosting/servicecenter/EntryPointSignOnAction.do>
2. Click on Register at the bottom of the window



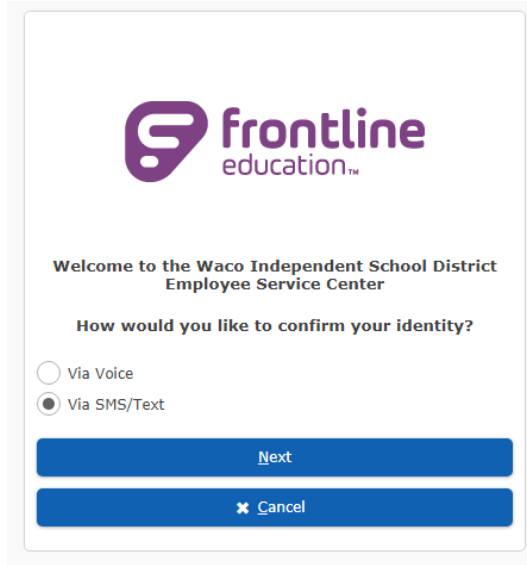
The screenshot shows the login interface for the Waco Independent School District Employee Service Center. At the top is the Frontline Education logo. Below it, the text reads "Welcome to the Waco Independent School District Employee Service Center". A prompt says "Please log in with your TEAMS user ID and password." There are two input fields: "User ID" and "Password". A blue "Sign On" button is positioned below the fields. At the bottom, there are links for "Forgot Password", "Forgot User ID", and "Need an Account? Register".

3. Enter the information requested and click Ok.



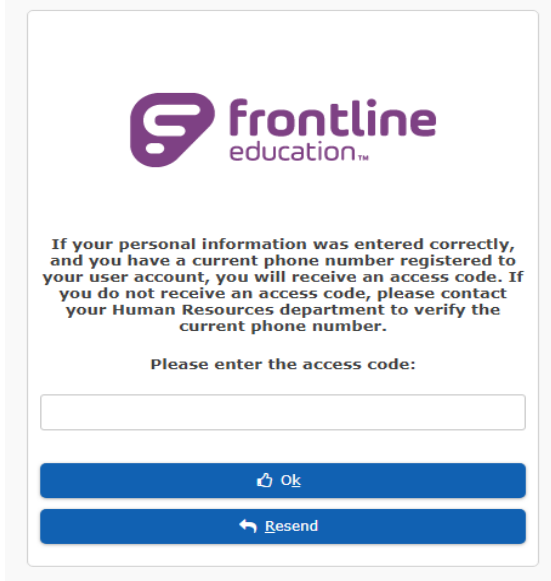
The screenshot shows the registration interface for the Waco Independent School District Employee Service Center. At the top is the Frontline Education logo. Below it, the text reads "Welcome to the Waco Independent School District Employee Service Center". There are three input fields: "Last 4 SSN digits:", "Date of Birth:" (with a calendar icon), and "Last Name:". At the bottom, there are two blue buttons: "Next" and "Cancel".

4. Confirm your identity. This will use the phone number that we have on file for you. If your phone number has changed please contact the Human Resources Department.



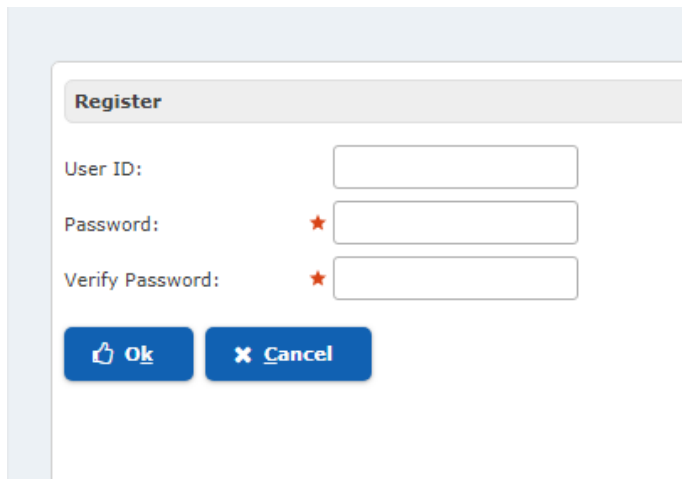
The image shows a mobile app interface for Frontline Education. At the top is the logo, which consists of a purple speech bubble icon containing a white 'S' shape, followed by the text 'frontline education™'. Below the logo, the text reads 'Welcome to the Waco Independent School District Employee Service Center'. The main heading is 'How would you like to confirm your identity?'. There are two radio button options: 'Via Voice' (unselected) and 'Via SMS/Text' (selected). At the bottom, there are two blue buttons: 'Next' and 'Cancel'.

5. Enter the Access Code that was sent to your phone number.



The image shows a mobile app interface for Frontline Education. At the top is the logo, which consists of a purple speech bubble icon containing a white 'S' shape, followed by the text 'frontline education™'. Below the logo, the text reads 'If your personal information was entered correctly, and you have a current phone number registered to your user account, you will receive an access code. If you do not receive an access code, please contact your Human Resources department to verify the current phone number.' Below this text is the instruction 'Please enter the access code:'. There is a white text input field. At the bottom, there are two blue buttons: 'Ok' and 'Resend'.

6. Create a unique username and password. This password can be any combination of letters, numbers, and symbols. Click Ok and your new login will be registered.



The image shows a 'Register' form with a light blue header. Below the header, there are three input fields: 'User ID:', 'Password:', and 'Verify Password:'. The 'Password:' and 'Verify Password:' fields have a red star icon to their right. At the bottom of the form, there are two blue buttons: 'Ok' with a thumbs-up icon and 'Cancel' with an 'x' icon.

7. Remember to use the website <https://waco.teams.hosting/servicecenter/EntryPointSignOnAction.do> to access this page.