

BARTLESVILLE PUBLIC SCHOOLS PAYROLL IS NOW PAPERLESS

To view your check stubs and leave balances online go to:

www.bps-ok.org

- Click on the *Faculty and Staff Resources* link, then click on the *Employee Portal* link (or you may go directly to <https://eportal.bps-ok.org/>)
- For **Domain\User Name** enter
Bartlesville \ (username)
where (username) is replaced by the same username you use to login to a networked district computer
 - Ex: Bartlesville\doejk
- For **Password** enter your user-defined district **network password** (which you also use to login to a district computer and to access webmail)

Note: Employees such as substitutes who do not normally log onto the network must log onto a district network computer before using the employee portal for the first time.

Network User Name = (last name)(first initial)(middle initial)

Network Password = isd30

Upon this first logon to the network the employee will be prompted to change the password. This should be a unique password that only the employee will know. From this point forward the employee will be able to log onto the Employee Portal from any computer.