

GOVERNOR MIFFLIN SCHOOL DISTRICT



Employee Service Portal (ESP) Add/Delete Emergency Contacts

STEP 1 – Log in

Go to <https://alioweb.gmsd.k12.pa.us:7443/ESP>

Step 2 – Request Changes

The screenshot shows the top portion of the Employee Service Portal. At the top is a dark red navigation bar with a logo on the left, a search bar on the right, and a horizontal menu with items: Home, Benefits & Deductions, Certificates, Dependents, Leaves, Payroll, Employee Directory, Employer Forms, and Governor Mifflin School District Web Site. Below this is a yellow header area with 'My Current Information' on the left and 'System Messages' on the right. The 'My Current Information' section has tabs for 'My Personal Card' and 'My Business Card'. Under 'My Personal Card', there are fields for Primary Location, Orig Hire Date, Hire Date, Job, Approval Dept, Work, and E-mail, with a large black redaction box covering the Primary Location field. A blue 'Request Changes' link is visible, with a green arrow pointing to it from a callout box that says 'Click 'Request Changes''. The 'System Messages' section contains a welcome message and a reminder: 'Please make sure that your emergency contacts are entered!'. Below that is a 'Quick Links' section with a link to the 'Governor Mifflin School District Web Site'.

Step 3 – New Request

The screenshot shows the 'Demographic Requests' page. At the top, there is a navigation bar with links: Home, Benefits & Deductions, Certificates, Dependents, Leaves, Payroll, Employee Directory, Employer Forms, and Governor Mifflin School District Web Site. Below the navigation bar, the page title is 'Demographic Requests'. There are two dropdown menus: 'Status: All' and 'Request Type: All'. A yellow arrow points from a callout box to the 'Request Type' dropdown menu. The callout box contains the text 'Click 'New Request''. Below the dropdowns is a table with the following columns: Request Date, Request Type, Status, and Next Approver. The table is currently empty.

Step 3 – Select Emergency Contact

The screenshot shows the 'Demographic Requests' page. The 'Request Type' dropdown menu is open, showing three options: 'General Demographic', 'Dependent', and 'Emergency Contact'. A yellow arrow points from a callout box to the 'Emergency Contact' option. The callout box contains the text 'Select 'Emergency Contact' from drop down'. Below the dropdown menu, there is a text input field with the placeholder text 'Please select a request type to begin.'.

Step 4 – Add/Delete Contact Person

The screenshot shows the 'Emergency Contact Change Request' page. At the top, there is a navigation bar with links: Home, Benefits & Deductions, Certificates, Dependents, Leaves, Payroll, Employee Directory, Employer Forms, and Governor Mifflin School District Web Site. Below the navigation bar, the page title is 'Emergency Contact Change Request'. There are two dropdown menus: 'Request Type: Emergency Contact' and 'Request History'. Below the dropdowns, there is a text input field with the placeholder text 'Please select a request type to begin.'. Below the text input field is a table with the following columns: Contact Name, Relationship, Phone 1, Phone 2, and Address. The table is currently empty. At the bottom right of the table, there are two buttons: '+ Add' and 'Delete'. A yellow arrow points from a callout box to the '+ Add' button. The callout box contains the text 'Click '+' to add or 'X' to delete an emergency contact'.