

GOVERNOR MIFFLIN SCHOOL DISTRICT



Employee Service Portal (ESP)

Account Set Up

STEP 1 – Go to Site to create account

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

Click “Create an account”



Sign In to Employee Service Portal

Username:

Password:

[Forgot your username?](#)
[Forgot your password?](#)
[Create an account](#) ←

Attention: this application is supported in the following browsers:
Windows Internet Explorer® 9, 10, 11
Mozilla® Firefox® 43
Google® Chrome® 47
Safari® 6 - MAC only.
Functionality cannot be guaranteed if you are using an unsupported browser.

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Step 2 – Complete ‘Create New Account’ form



Create New Account

Instructions for creating a new user account. We ask that your username be your first initial followed by last name. Password must be 8 characters with one number, one lower case and one symbol. You will also need your six digit employee number, last four digits of your social security number, your birth date and zip code in order to create an account. All fields must be completed prior to submitting your information. After your information has been verified, you will receive an account activation email. This email will contain a link that you must click to activate your account. Once your account has been activated, you may log in using the user name and password you created.

Personal Information

Must be 6 digit employee number
Examples:
002186
000361
010031

Employee No	<input type="text"/>	First Name	<input type="text"/>
Last Name	<input type="text"/>	Last 4 of Social Security No	<input type="text"/>
Birth Date	<input type="text"/>	Zip Code	<input type="text"/>

Profile Information

Use first initial followed by last name
Example: jsmith

User Name	<input type="text"/>	Minimum 6 characters
New Password	<input type="text"/>	Minimum 8 characters with at least one number and one special character
Confirm Password	<input type="text"/>	
E-mail	<input type="text"/>	

E-mail is used for system notifications and for retrieving login information.

Personal Question 1	<input type="text"/>
Personal Answer 1	<input type="text"/>
Personal Question 2	<input type="text"/>
Personal Answer 2	<input type="text"/>
Personal Question 3	<input type="text"/>
Personal Answer 3	<input type="text"/>

*All information is required

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Step 3 – Activate Account

Once Receiving popup saying your account was created successfully, please go to your email to click the activation link to activate your account.

Step 4 - Log In

Log in using the user name & password you created during account creation.

Step 5 – Set your Employee Directory Settings

This screenshot shows the top navigation bar with a red background and a white 'a' logo on the left. The navigation menu includes: Home, Benefits & Deductions, Certificates, Dependents, Leaves, Payroll, Employee Directory, Employer Forms, and Governor Mifflin School District Web Site. Below the navigation bar, there are two main sections: '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'. The 'System Messages' section displays a welcome message and a 'Quick Links' section with a link to the 'Governor Mifflin School District Web Site'. A callout box with the text 'Click Arrow' points to a dropdown menu in the top right corner of the page.

This screenshot is similar to the previous one, showing the same navigation bar and main content areas. A callout box with the text 'Click Account' points to a dropdown menu in the top right corner that has been expanded to show an 'Account' link.

This screenshot shows the 'Account' settings page. The page has a red header with the 'a' logo and the same navigation menu. Below the header, there is a 'Account' section with a plus sign icon and a callout box that says 'Click '+' next to Application Settings'. Underneath, there are three expandable sections: 'Application Settings', 'User Account', and 'Security Questions'. The 'Application Settings' section is currently expanded.

This screenshot shows the 'Application Settings' sub-page. It has a red header with the 'a' logo and the navigation menu. The 'Account' section is expanded to show 'Application Settings'. Under 'Application Settings', there are sections for 'E-mail', 'Personal Directory Settings', and 'Preferences'. The 'Personal Directory Settings' section contains three checkboxes: 'Show Home Address', 'Show Home Phone', and 'Show Cell Phone'. A callout box with the text 'Check the boxes for what you want visible in the Employee Directory, then click 'Save'' points to these checkboxes. At the bottom right of the page, there are 'Undo' and 'Save' buttons.