



LITTLETON PUBLIC SCHOOLS



Employee Online

TO: LPS Employees
FROM: Human Resources
SUBJECT: EMPLOYEE ONLINE ADDRESS AND TELEPHONE CHANGES

In addition to reviewing your paycheck stub, locating a fellow employee, viewing your current and previous positions, and viewing your employee benefits, you may also update your phone number or address through Employee Online. To assist you in navigating all the aspects of Employee Online, please follow the guidelines listed below:

Go to the LPS website at www.littletonpublicschools.net. Click on the For Staff icon located at the bottom of each page on the LPS website.



From the Human Resources Home Page, click on the Employee Online icon located under Important Links.



You'll then enter your Employee ID number in the LDAP Connection User login box. Your initial password is your social security number. You will be prompted to create a new password. If you have already created a password for Employee Online, enter that in the Password field.

The screenshot shows the 'Login' page for Employee Online. At the top, it says 'Login' and 'Connect to Prod'. The main heading is 'Welcome to Employee Online!'. There are two input fields: 'LDAP Connection User:' with the placeholder 'Your Employee ID Number' and 'Password:' with the placeholder 'Your SSN'. Below the password field is a link for 'Forgot Login'. A 'Login' button is located to the right. At the bottom, there is contact information for Lorie Fix in Human Resources.

Click on the link in the left menu to access Home Address.

Simply follow the instructions at the top of the page to change your address and telephone numbers.

The screenshot shows the Employee Online home page. The top navigation bar includes 'BusinessPLUS a PLUS 360 Application', 'Employee Online', 'Settings', 'Help', and 'Logout'. Below this are tabs for 'Employee Online', 'Timecard Online', and 'Leave Tracking'. A left-hand menu lists various options, with 'Home Address' under 'Personal Information' circled in red. The main content area has a 'Welcome' section with the Littleton Public Schools logo and a message about accessing human resources and payroll information. Below that is an 'Instructions' section with two steps: 'Step 1: Choose an area' and 'Step 2: Select the record that you would like to modify.' A 'Help' button is in the bottom right corner.

Employee Personal Information

Changes to your telephone number(s) or address can be made by clicking on the 'Edit' icon below. Once you have made your address and/or telephone number change(s), be sure to click on 'SAVE' at the bottom of the page. Changes in name cannot be accepted via Employee Online and must be done by logging into Inside LPS, Human Resources, Forms, Names and Address Change. Please complete the form and return it with a copy of the front and back of your new social security card to Lorie Fix in Human Resources. Please contact Lorie Fix at lfix@lps.k12.co.us or 303-347-3366 with any questions.

Remember to notify PERA of your change in name, address or telephone number by calling PERA's Customer Service Center at 303-832-9550.