

TO: LPS Employees

FROM: Human Resources

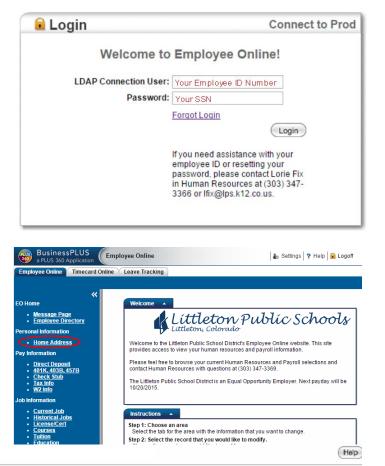
SUBJECT: EMPLOYEE ONLINE ADDRESS AND TELEPHONE CHANGES

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 <u>www.littletonpublicschools.net</u>. 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.



Employee Personal Information

Home Adresss.

Click on the link in the left menu to access

Simply follow the instructions at the top of the

page to change your address and telephone numbers.

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 Ifix@lps.k12.co.us or 303-347-3366 with any questions.





