

# Accessing Your Payroll Stubs via Email

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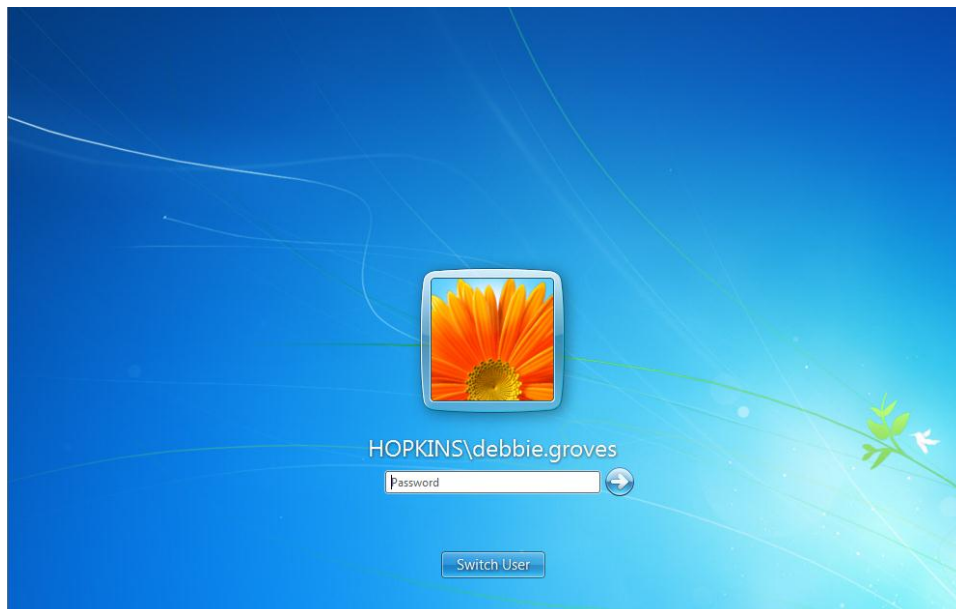
## *Logging On to a Computer within the District:*

**(does not apply to your computer at home)**

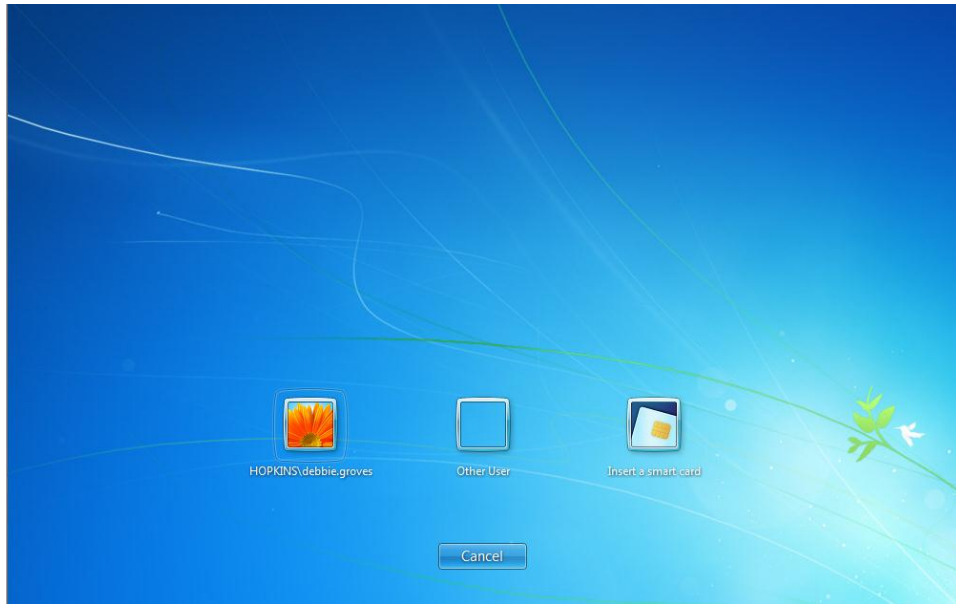
- 1) Turn on the computer, if it is not already on. At this screen, *press* the **CTRL**, **ALT**, and **DELETE** keys at the same time



- 2) If your name does not appear in this window, *choose* **Switch User**



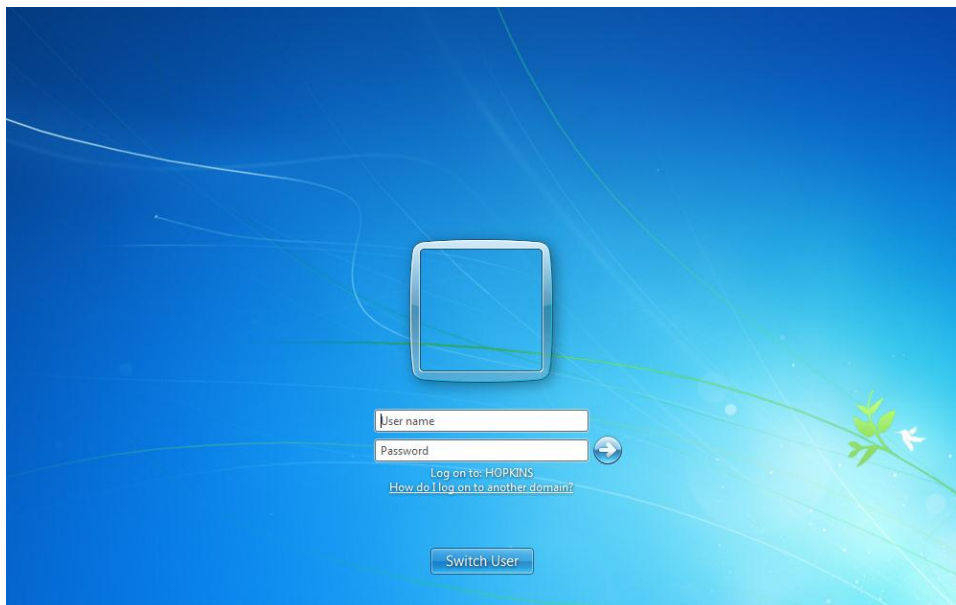
- 3) Click on **Other User**



- 4) In the **User name** field, type in the User name provided to you by the district.

In the **Password** field, type in "Change.me" without the quotation marks

**NOTE: At this point you will be prompted to change your password. Your new password must be at least six characters and must include 3 of the 4 (uppercase letter, lowercase letter, number, and or symbol). Be sure to make your password something that is easy to remember. Passwords are case sensitive. DO NOT SHARE YOUR PASSWORD WITH ANYONE. You only have to set a new password the first time you login to a computer on the network.**



- 5) *The first time you login to a computer, the computer creates your profile. This may take a few minutes depending on the speed of the computer.*

## Accessing Your Email:

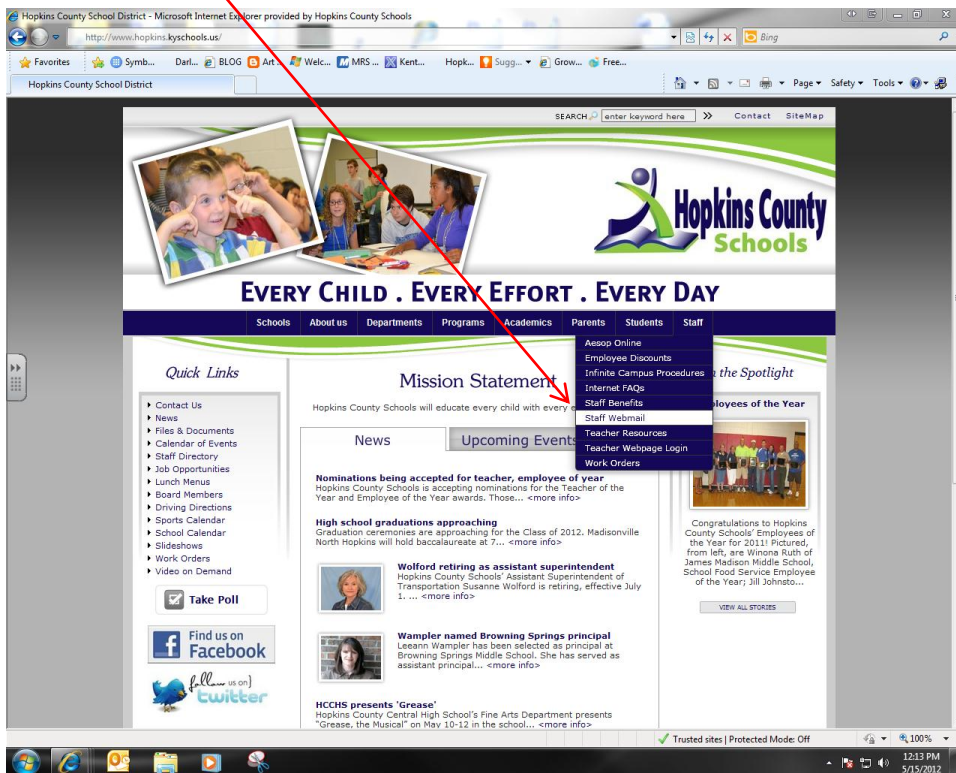
- 1) **Launch Internet Explorer** – on most computers, this can be accessed from the **Taskbar**.



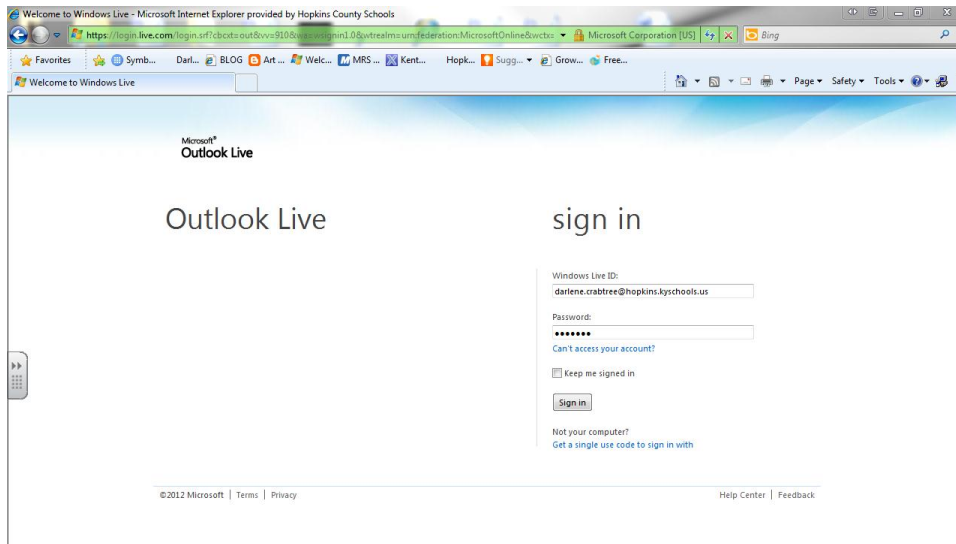
- 2) **Type the following website address in the URL box** – <http://www.hopkins.kyschools.us>.



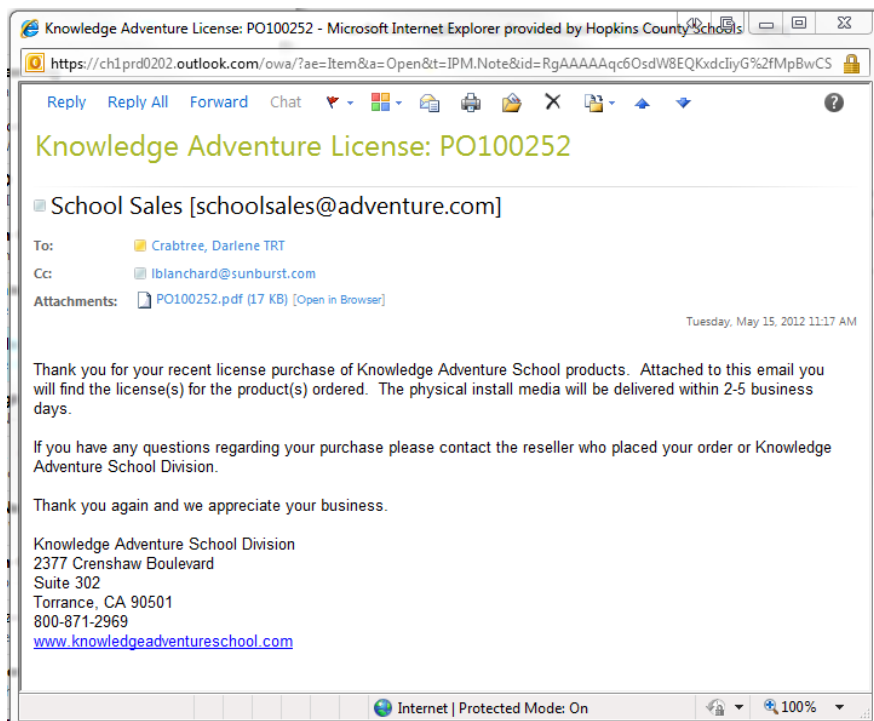
- 3) **Click on Staff > Staff Webmail**



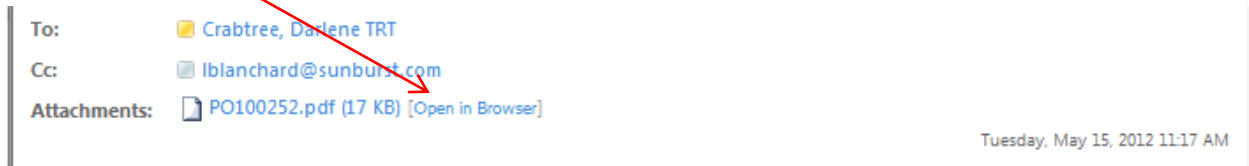
- 4) This link will open the **Microsoft Outlook Live** site that will allow you to sign in to your email account. Your **Windows Live ID** is your [firstname.lastname@hopkins.kyschools.us](mailto:firstname.lastname@hopkins.kyschools.us) and your **Password** is the password that you set when you logged into the computer for the first time. Once those fields are completed, **click Sign in**.  
**NOTE: Since you may be accessing your email on random computers, it is not recommended that you check the box beside Keep me signed in.**



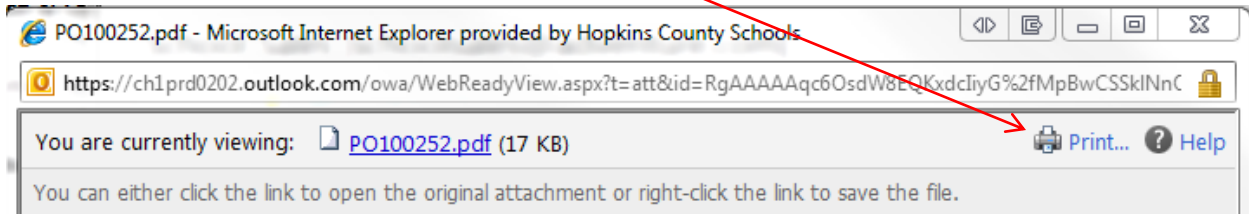
- 5) *Your mailbox is ready to use as soon as you sign in. You do not have to change any settings or turn anything on or off to start sending and receiving email messages.*
- 6) To print your payroll stub, *double-click* on the email message containing your payroll stub attachment. The email message will open in a new window. (see example below)



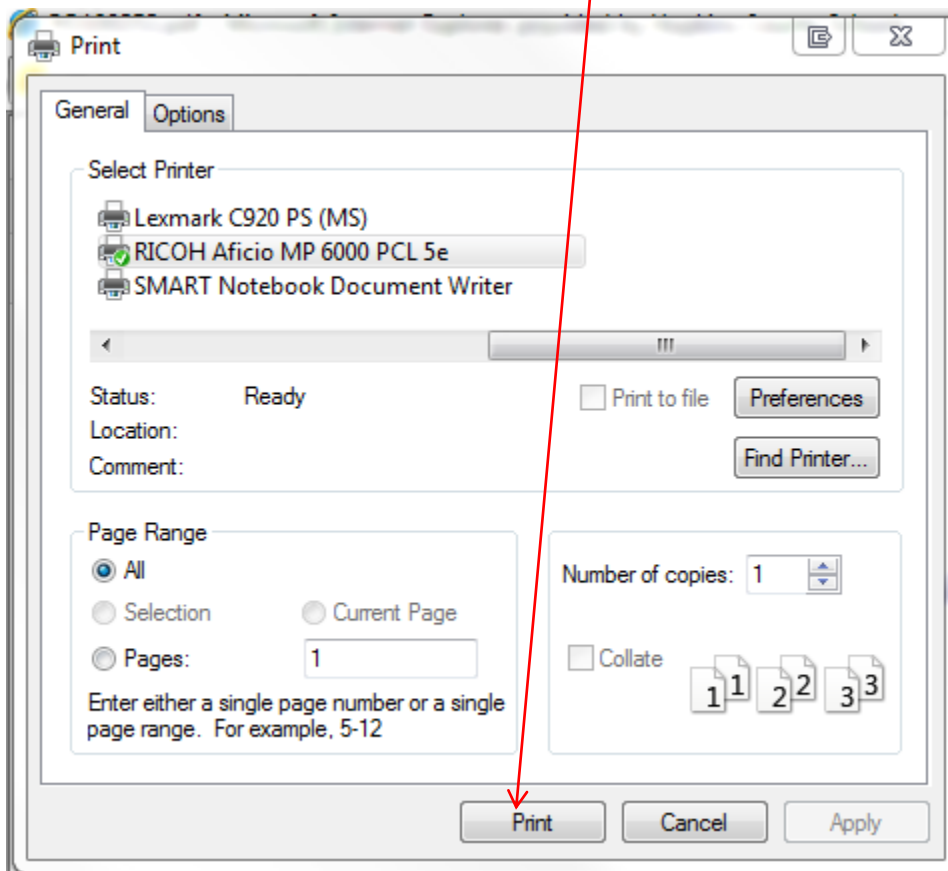
- 7) Click **Open in Browser** beside the name of the attachment.



- 8) The attachment will open in a new window. Click **Print** at the top of this window.



- 9) In the **Print** window, select a printer and click **Print**. The document will print to the selected printer. When finished, close the attachment window and the email message window.



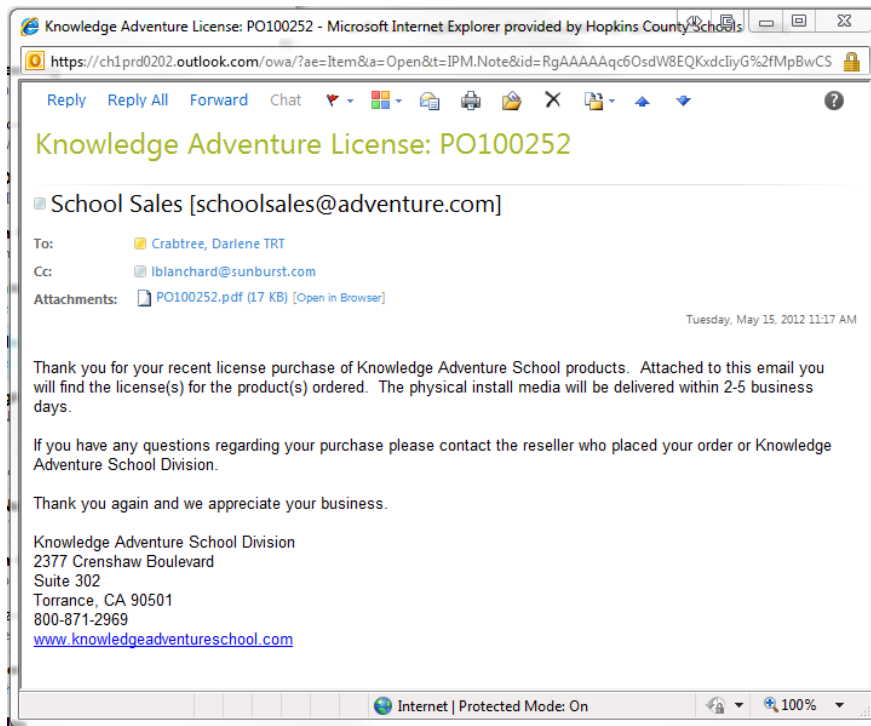
- 10) When you finish using your mailbox, be sure to click **Sign out** on the **toolbar**, and then close all browser windows. Signing out helps prevent someone else from using the computer to access your mailbox. Even if you plan to continue using the computer to visit other web sites, click **Sign out** and close all browser windows after every session.



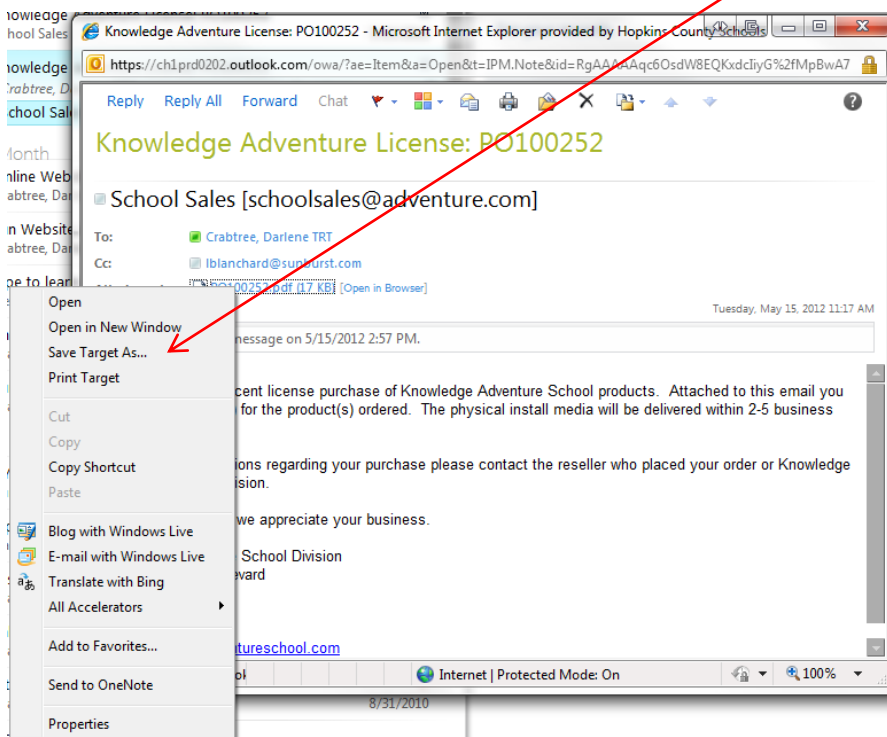


**NOTE: If you are accessing your email from your home computer and prefer to just save a copy of your paystub instead of printing a copy, follow the directions below:**

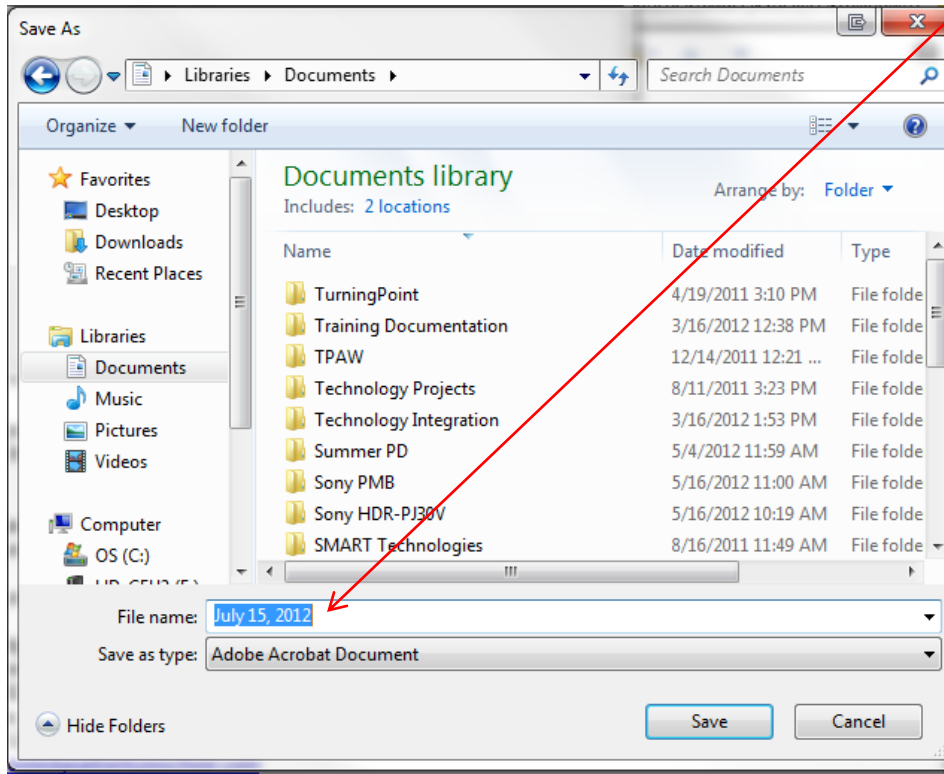
- 1) To save a copy of your payroll stub, *double-click* on the email message containing your payroll stub attachment. The email message will open in a new window. (see example below)



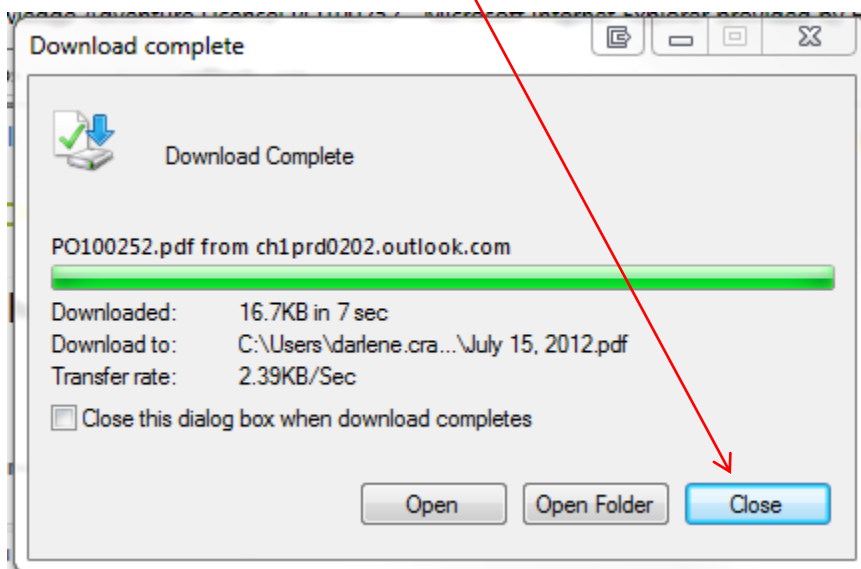
- 2) *Right-click* on the name of the attachment and choose **Save Target As...**



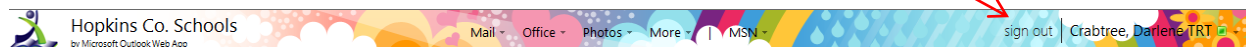
- 3) Depending on the operating system on your computer (the example is from **Windows 7**), a window will appear that will allow you to choose a location on your computer to save your file (this **Dialogue Box** is redirecting to the **Documents Folder** on the computer). Be sure to give your saved attachment a name that will accurately identify the file (*I used the date of the payroll stub to name the attachment*). Click **Save**.



- 4) When this window appears, click **Close**. When finished, close the attachment window and the email message window.



- 5) When you finish using your mailbox, be sure to *click Sign out* on the **toolbar**, and then close all browser windows. Signing out helps prevent someone else from using the computer to access your mailbox. Even if you plan to continue using the computer to visit other web sites, *click Sign out* and close all browser windows after every session.



## *Logging Off the Computer within the District:*

- 1) Click on the Start button > the arrow beside Shut down > Log off.

**NOTE: Always log off the computer when you are finished. DO NOT LEAVE ANY COMPUTER LOGGED ON UNDER YOUR LOGIN CREDENTIALS.**

