


LeaveXpert Self Service Portal Account Set up Instructions

LeaveXpert is a new online service portal where TR employees can request a medical leave of absence.

To access the LeaveXpert Self Service Portal click the link below or type the link in your Web Browser:

www.leavexpert.com/selfservice

Click “**Register for an Account**” if you are new to LeaveXpert.



Welcome to LeaveXpert Self Service

If you have previously set up a Self Service account, please sign-in below. If you have not previously requested a disability claim via self-service, you can begin the process by registering for an account.

Please login with your email address and password or [Register for an Account](#).

User name *

Password*

Forgot your password? [Click here](#).


Enter **TRUSD** in Step 1: Organization Information

Enter your TR employee identification number (EIN) in Step 2: Search for your Employee Information or If you do not know your EIN, click option b) and enter your First name, Last name and Date of Birth.

Your name must match your employee record.


Check the box, I'm not a robot.

Click the SEARCH tab




SEARCH FOR YOUR INFORMATION

To ensure proper processing of your leave request, we must match you with the employee information provided by your HR Department.

<u>Step 1: Organization Information</u> Enter your Company Name exactly as provided by your HR Department. Company name * <input type="text"/>	<u>Step 2: Search for your Employee Information</u> <input checked="" type="radio"/> a) Entering your employee number, or Employee No. <input type="text"/>	Search for your employee information by either: <input type="radio"/> b) Entering your name and date of birth. First name <input type="text"/> Last name <input type="text"/> Date of Birth <input type="text"/> 
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NOTE: This information must be entered as it is in your employee record. For example, if your employee record shows your first name as "William", you must enter "William", not "Bill" or "Will".

I'm not a robot 
[Privacy - Terms](#)

In Step 3 your UserName/Email, First name, Last name and Job title should prepopulate. If not, enter your personal email address which will be used as your username, name and title.

Type the phone number where you can be reached.

Enter your Password information.

Keep or Save your UserName and password for future reference.

Select "Forgot Password Question" an type answer.

Click CREATE YOUR ACCOUNT

You will receive a Confirmation Registration Information Screen. Review the screen, if correct click CONFIRM, if not Click CANCEL and start over.

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STEP 3: CREATE YOUR SELF SERVICE ACCOUNT

Congratulations, your employee information has been found and you can now complete your Account Setup process. Please fill out the Account Information fields below and click on the Create Your Account button.

Once you have created your account, you will be able to access the LeaveXpert Self Service Portal. From the portal, you can request a leave of absence.

Your account

User Name / Email *	Password *
<small>Email is required</small>	
First name *	Retype password *
<small>First Name is required</small>	Forgot password question *
Last name *	Select An Option
<small>Last Name is required</small>	Forgot password answer *
Job title	
Phone *	

By clicking Create Your Account, you are agreeing to our [Terms & Conditions](#).

CREATE YOUR ACCOUNT »

To submit a leave request:

Log in to the Self-Service Portal, select "add New Leave Request"

Verify your employee details

Enter the details of your leave request.

Click Save

Your leave will be reviewed by a Leave Specialist

Thank you!

Please contact the TRUSD Disability Team at Disability@trusd.net if you have any questions.