<u>Separated Employees – Register Account to Access TEAMS Employee Self-Serve</u>

Updated: 2014-01-31

Former C-FB ISD employees will need to register a new account to sign-in to <u>TEAMS Employee Self-Serve</u>.

<u>Note</u>: You can access *Employee Self-Serve* from <u>cfbportal.org</u> -- click on "Employee Self-Serve" under Popular District Links.

Login				
User ID:	*			
Password:				
Password:				
<u>S</u> ign On	Forgot Passw	ord Fo <u>r</u> got Use	r ID	

- Click the 'Register' link on the Employee Self-Serve Welcome Page.
- 2. Enter data into required fields and click the 'Ok' button.
- Specify a new User ID, Password, and Hint Question/Answer.
 - The User ID must be new and unique.
 - <u>Do not use</u> your former district username (lastname+first initial)
- 4. Once new credentials are entered, click the 'Ok' button.
- 5. The new account is registered and you will be re-directed to the *Employee Self-Serve* Welcome Page.
- 6. You can now sign-in to *Employee Self-Serve* with your new TEAMS account.
- * Please contact the Service Desk if you have any questions.
 972.968.4357

Register			
Last 4 Digits of SSN:	*		
Date Of Birth:	*		
Last Name:	*		

Reg	gister			
Regi	ster			
Use	er ID:		NewUserName	
Pas	sword:	*		
Ver	ify Password:	*		
Hin	t Question:	*		
Hin	t Answer:	*		
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Sign On Forgot Password Forgot User ID

() Account created. You may	now sign into TEAMS			
An Innovative L	eader in Learning			
Carrollton-Farmers Branch ISD				
Employee Service Center				
Welcome to the Emp Please log in with your	loyee Service Center TEAMS user ID and password.			
Login				
User ID: *				
Password:				