

Logging Into the HISD Human Resource Portal

The link to access the portal:

<https://txeis09.txeis.net/EmployeePortal/login?distid=039902>

Locate the STAFF section of the school website.



Select the link to HR Portal.



To set up your account, use the new user button.

ASCENDER
EMPLOYEE PORTAL
ELEVATING EMPLOYEE CONNECTIONS

Please Login

User Name
User Name

Password
Password

New User Login

Contact Us Forgot Password?

You will need to know your social security number, date of birth and zip code of your mailing address to create your account.

Enter the required information and select retrieve.

Please enter your social security number, date of birth, and zip and click Retrieve.

Social Security Number (no dashes)

Date of Birth (mm dd yyyy)

month day year

Zip Code

Retrieve

Once you enter this information your account will be created. There are just a few more steps to finalize your account.

You will need to create your username and password as well as enter a secondary email address and create and answer a security question. Do not forget to select save. **Your password can have up to 9 characters in it.**

Please enter the security information and click the save button.

User Name

Password

Password Verification

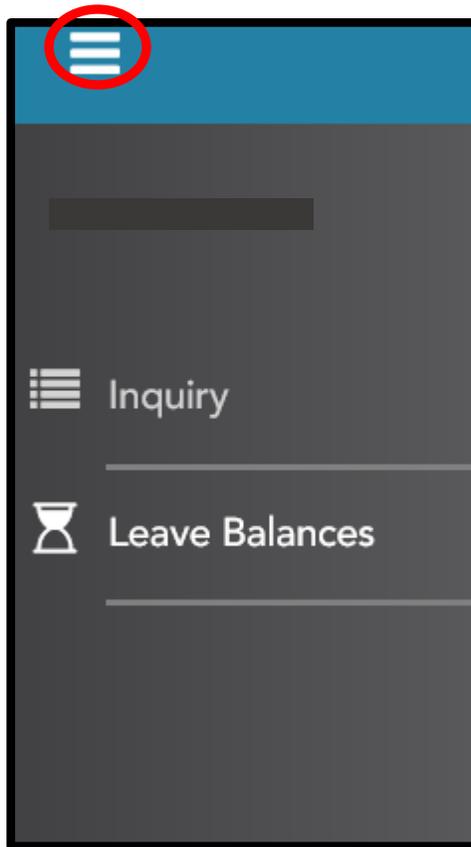
Work E-mail
@henrietta-isd.net

Home E-mail
@gmail.com

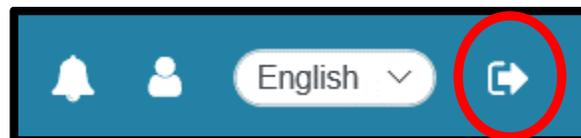
Hint Question

Hint Answer

The navigation menu is on the left-hand side of the page. Use the stacked bar icon to expand the menu.



To log out use the icon in the upper right-hand corner.



You need to be aware, if you forget the username or password, we have no way to retrieve the information. You will need to call Gayle at the admin to have the account deleted. The information will remain the same, but you will have to go back through the steps above to recreate an account.