

## New Hire Kiosk Registration

Go to <http://www.loraincountyesc.org>

Right side of the screen Staff Resources Passcode is esclc

On right side scroll down until you see the link for Kiosk,  
click and bring up the Kiosk site

Click where it says first time user Register

For County select Lorain

For District select Lorain Educ Serv Cntr

Type in Your SS# and last put in your ESC Email

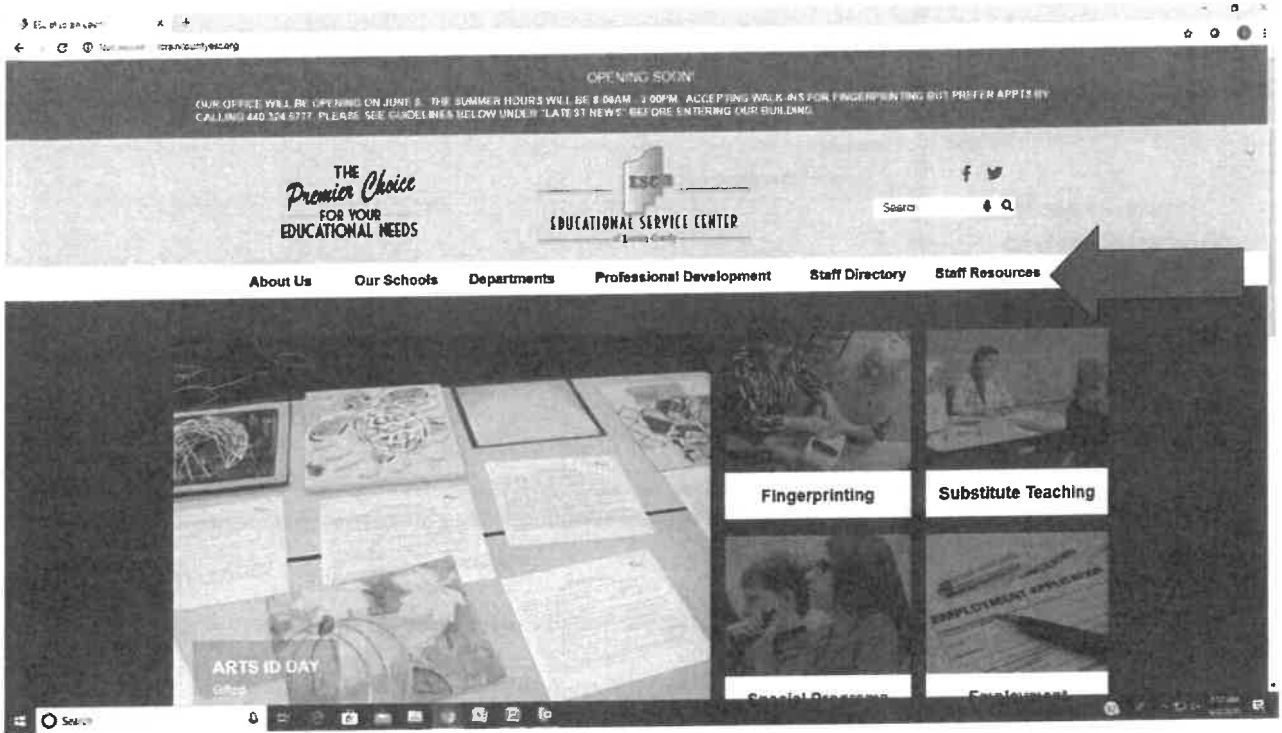
You will be registered and it will send you a password to  
your email that you can use to login the first time and  
then change to whatever you would like.

If you have issues please contact January Torres in the  
Treasurer's Office ([Torres@esclc.org](mailto:Torres@esclc.org) or 440-324-  
5777x1126)



## GETTING TO THE EMPLOYEE KIOSK (June, 2020)

**The Employee KIOSK is how all absences are initiated and approved. Once you receive your first pay check you should be able access Kiosk. Start at the ESC webpage (esclc.org) click *Staff Resources* (password is esclc), Scroll down to H.R./Treasurer's Office then click *KIOSK*.**



### LOGGING IN

Logging into the KIOSK requires a full e-mail address and user password.

E-mail address should be your district e-mail address.

To create a KIOSK account, click On first time user link

A screenshot of the Employee Kiosk login interface. It features the "Employee Kiosk" logo at the top. Below the logo are two input fields: "Email Address" and "Password". A "Login" button is positioned below these fields. At the bottom of the screen, there are two links: "First time using the Kiosk? Click here to register." and "Forgot your Password? Click here to reset." A large black arrow points from the text "To create a KIOSK account, click On first time user link" to the "First time using the Kiosk?" link.

County and District  
Must look exactly  
Like this even if  
You are assigned to  
Another district



You will have to use  
Your SSN only to  
Register. District  
Email should be  
Used as the email  
Address.

**To register for the Employee Kiosk, please supply the following:**

- 1) The county in which your district resides,**
- 2) Your district's name,**
- 3) Your Employee Id or SSN,**
- 4) Your email address provided to you by your district.**

County  
LORAIN

District  
Lorain Educ Serv Cntr

Employee Id OR SSN (no dashes)

Email

Back to Login Submit

A notification will be sent to the email address you supplied with a temporary password to use for accessing the KIOSK.

Once the password is received you can log into the KIOSK. You will be prompted to change your password. The password is case sensitive.

This is what the  
Leave request  
Screen looks like.

Employee Kiosk Documentation

- Profile
- Position Details
- Payslip
- Leave Balances
- View/Print W-2
- Leave Request
- Leave Calendar(s)
- Leave Administrator
- Maintain Leave Approval Automal...
- Kiosk District Announcement Board
- District Administrator
- Change Password
- View/Print Knowledge MCOEC...

### New Leave Request

SUBMIT

Absences FYTD  
**15 Day(s)**

Job  
Active - TREASURER

Leave Type  
-- Select Leave Type --

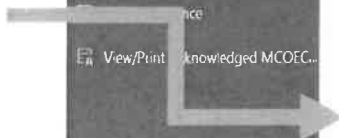
Reason

Start Date (MM/DD/YYYY) Start Time 01 00 AM

End Date (MM/DD/YYYY) End Time 01 00 AM

Leave Requested In Day(s) .000

If requesting full  
Days, put them  
In this box:



Partial days get entered here:

